

Privately-Owned, Rented, or Chartered Aircraft

NOTE: The website URL for **Workday reference guides** that are referenced in this section is:
<https://confluence.esg.wsu.edu/display/WKB/Workday>

AIRCRAFT USE

When advantageous and economical to WSU, University employees may use privately-owned, rented, or chartered aircraft to conduct official University business.

Definitions

Rental: The supplier provides an airplane only. (This arrangement is also referred to as a dry charter.)

Charter: The supplier provides an airplane with a pilot.

TRIP AUTHORIZATION

Employee Payment to Aircraft Supplier

If the employee is to pay the supplier and request reimbursement for the cost of a rented, chartered, or private aircraft, the employee must obtain written authorization on a Spend Authorization in Workday prior to the trip.

Complete a Spend Authorization following instructions in *BPPM 95.01* and the Workday Create Spend Authorization reference guide.

In addition to the information conventionally entered on the Spend Authorization, enter:

- Date and purpose of flight.
- Passengers names and their relationship to WSU.
- Total anticipated flight hours.
- The name of the rental or charter firm.
- Estimated cost of flight.
- Program and fiscal consequences of disapproval.
- Explanation of why the charter is advantageous and economical for the University.
- Approval by the appropriate vice president or the Provost.

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University Payment to Aircraft Supplier

If the department is to directly pay the supplier of a rented, chartered, or private aircraft, the department must submit a Create Requisition business process in Workday. (See *BPPM 70.10* and the Workday Create Requisition reference guide.)

The requisition must include:

- Date and purpose of flight.
- Passengers names and their relationship to WSU.
- Total anticipated flight hours.
- The name of the rental or charter firm.
- Estimated cost of flight.
- Program and fiscal consequences of disapproval.
- Explanation of why the charter is advantageous and economical for the University.
- Approval by the appropriate vice president or the Provost.

Any additional travel authorization must be collected outside of Workday and attached to the requisition.

Upon approval of the requisition, the departmental buyer or Purchasing Services buyer creates a purchase order or charter agreement and a supplier invoice. (See *BPPM 70.10* and the applicable Workday Procurement reference guides.)

EMPLOYEE REIMBURSEMENT

If the employee pays the supplier, they must complete an Expense Report in Workday to obtain reimbursement for expenses incurred using privately-owned aircraft on authorized business. (See *BPPM 95.20* and the Workday Expense Report reference guide.)

The reimbursement rate is the mileage rate per direct air mile. See *BPPM 95.19* for the current aircraft mileage rate.

LIABILITY

The state of Washington's self-insurance liability program excludes aircraft liability. As such, the state does not pay claims arising from the use of aircraft. When chartered, leased, rented, or privately owned aircraft are used for official University business, the aircraft owner is responsible for providing liability coverage.

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INSURANCE COVERAGE Employees, while flying on authorized business are covered by Workers' Compensation and Medical Aid.

WSU employees may purchase supplemental life insurance and accidental death and dismemberment insurance as an employee benefit, which provides coverage in the event of an accident.

Accidental death and dismemberment insurance does not cover WSU employees if they are in an accident while acting as a pilot or crew member of any aircraft.

WSU does not provide nonscheduled aviation accidental death and dismemberment insurance coverage for employees flying in nonscheduled aircraft.