

Texas Tech University

Application to Conduct Official Travel in a Personally Owned or Leased Aircraft

Authority Pursuant to state regulations (Texas Government Code Chapter 660; General Appropriations Act, Article IX, Part 5; and Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22) and Section 07.11.8, *Regents' Rules*, employees of Texas Tech University may be reimbursed for official travel at the current rate approved by state regulations. Prior to initial travel authorization under this provision, the employee must submit an application to the Office of the President certifying the following qualifications and assurances.

Certifications

- 1) I certify that I hold the following pilot certifications and ratings (copy of current certificate attached to initial application):

Privileges _____

Certificate number _____

Ratings _____

Date of Issue _____

- 2) I certify that I have a current flight review (copy of log book entry attached to initial application):

Date of current flight review _____

Expires _____

- 3) I certify that I have a current FAA Medical Certificate (copy attached to initial application):

Type Certificate _____

Date of examination _____

Expires _____

Verifications

- 1) The aircraft is personally owned by me or leased under a contract with a term of at least one month that gives me sole possession and use of the aircraft while the lessor retains ownership of the aircraft;
- 2) The aircraft is registered under Federal Aviation Regulations (FAR), Part 47;
- 3) The aircraft has been and will be maintained in accordance with Federal Aviation Regulations, Part 43, and meets airworthiness standards under FAR, Part 23;
- 4) The aircraft will be operated in accordance with Federal Aviation Regulations, Part 91;
- 5) I have and will maintain appropriate insurance coverage on the aircraft and all associated flights;
- 6) I understand that passengers may not be carried while the aircraft is in use for official travel;
- 7) I will provide the university with a release from liability associated with travel in personally-owned or leased aircraft (A NEW RELEASE MUST BE EXECUTED AND ATTACHED WITH EACH APPLICATION);
- 8) I will promptly notify the university if any of these qualifications or conditions change in such a manner that my qualifications to conduct official travel under this provision are altered prior to the time of travel.

Executed this _____ day of _____, _____.

Signature

Witnessed:

Signature

Date

Approved (President or designated representative):

Signature

Date

A COPY OF THIS APPLICATION WITH APPROVAL MUST BE APPENDED TO EACH TRAVEL VOUCHER SUBMITTED