

STANDARD ADMINISTRATIVE PROCEDURE

25.99.01.M0.01 Chartering of Commercial Aircraft for Texas A&M University Sponsored Staff and/or Student Travel

Approved June 20, 1997

Revised December 14, 2009

Revised September 19, 2017

Next scheduled review: September 19, 2022

Reason for Procedure

This procedure is published to assist departments with compliance of System Regulation 25.99.01 as related to the acquisition, information-gathering and funding source requirements of the chartering of commercial aircraft. Procurement Services is designated as the department to disseminate the proper procedures for chartering commercial aircraft.

Definitions

Sponsored Staff and Student Travel on Chartered Aircraft - This procedure applies to travel sponsored by the athletic department, student organizations, and other University organizations that are not subject to reimbursement under state travel regulations.

Official Procedure/Responsibilities/Process

1. CHARTERING REQUIREMENTS

1.1. Athletic Department

1.1.1. The Athletic Director must approve all aircraft chartering for team trips or recruiting.

1.1.2. Use of an aircraft charter service is subject to standard purchase and contract procedures as per Section 1.2.

1.2. Department or Student Organization

Departments and/or student organizations requesting charter air carrier service should submit a requisition to Procurement Services to initiate the procurement of the chartering services.

2. AIRCRAFT FURNISHED BY COLLEGE OR UNIVERSITY BENEFACTORS

Aircraft furnished by college or University benefactors must qualify under all regulations as to aircraft, crew, and insurance as outlined for general operations under Federal Aviation Regulations (14 C.F.R.).

3. ADMINISTRATIVE REQUIREMENTS

The department chartering the aircraft will comply with System Policies and Regulations and University rules governing contracts including the requirement for aircraft operator to provide information as under System Regulation 25.99.01, Section 3.

4. FUNDING LIMITATIONS FOR CHARTERED AIRCRAFT

State-appropriated funds may not be used to charter commercial aircraft (leased or rented) unless authorized by the State of Texas Aircraft Pooling Board/Texas Department of Transportation. Commercial aircraft may be chartered using local funds and institutional funds.

Related Statutes, Policies, or Requirements

[System Regulation 25.99.01](#)

Federal Aviation Regulations (14 C.F.R.)

Contact Office

For procedure interpretation or clarification, contact [Procurement Services](#) at 979-845-4570.