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I. POLICY STATEMENT

The University of South Florida System ("USF System") is comprised of separately accredited institutions and regional campuses and Direct Support Organizations which are separately incorporated and operate exclusively for the benefit of the USF System. The Board of Trustees ("Trustees" or "BOT") of the USF System is the public body corporate created by Article IX, Section 7 of the Constitution of the State of Florida and empowered by Florida Board of Governors Regulation 1.001 to administer the USF System. The Board of Trustees is responsible for approving guidelines regarding the use and operation of USF System owned or leased aircraft ("USF System aircraft").

The Policy on Operation and Use of Owned or Leased Aircraft by the USF System establishes the specific guidelines for the use, operation, and reporting requirements of USF System aircraft (the "Policy"). It is the intent of this Policy that USF System aircraft will be used to conduct official USF System business in an efficient manner.

II. POLICY PROCEDURES AND RESPONSIBILITIES

1. Use of USF System Aircraft

1.1 USF System aircraft shall only be used in compliance with USF System travel regulations and any other laws, rules or regulations applicable to the use of USF System aircraft.

1.2 USF System aircraft shall only be used in the conduct of official USF System business. Personal and/or non-official use is prohibited.

1.3 USF System aircraft should be used only when the official business of the USF System cannot be conducted as well as, or more economically, through the use of regularly scheduled commercial aircraft. Specifically, it is appropriate to use USF System aircraft when the destination is not served by commercial carriers, the time required to use such a carrier interferes with other obligations, or the number of USF System officers and employees traveling makes the use of USF System aircraft cost effective. While convenience is a consideration in selecting this mode of travel, it is not the primary factor and must be considered along with cost, the nature of the business to be conducted and other relevant factors.

1.4 USF System Policy limits the number of senior managers traveling (see below) together on commercial or USF System aircraft to ensure continued operation of the University in the event of an aircraft disaster.
a) Senior Managers: Senior managers include: President, Executive Vice President & Provost, Sr. Vice President-USF Health, Vice President for Research and Innovation, and Sr. Vice President for Business & Finance.

b) Guidelines:

1. No more than three (3) Senior Managers may travel together in the same aircraft at one time.

2. The President, and either the executive Vice President & Provost, the Sr. Vice President-USF Health and the Vice President for Research and Innovation, or Sr. Vice President for Business & Finance plus one (1) other Senior Manager may travel together in the same aircraft at one time.

3. Of the Executive Vice President & Provost, the Senior Vice President-USF Health, the Vice President for Research and Innovation and the Sr. Vice President for Business & Finance, only two (2) may travel together in the same aircraft at one time.

1.5 Travel on USF System aircraft is authorized for USF System employees or prospective employees, students or prospective students, donors or prospective donors, speakers at USF System events, individuals awarded official honors by the USF System, official guests of the USF System (including state and federal officeholders), officials of the USF System and their spouses (including officers and directors and trustees), provided such persons are engaged in or supporting an official function of the USF System.

1.6 The President is delegated the authority to establish a priority list for use in scheduling flights. The priority list shall be maintained by the Sr. Vice President for Business & Finance or designee.

1.7 All requests for use of USF System aircraft involving less than three (3) passengers will be approved by the Sr. Vice President for Business & Finance or designee.

1.8 Personal use of USF System aircraft or charters, even with reimbursement to the USF System, is prohibited.
1.9 USF System officers and employees are prohibited from operating or piloting USF System aircraft or charters.

1.10 USF System personnel or staff in official compliance office positions, such as University internal audit, Intercollegiate Athletics compliance staff and USF Health compliance staff, are prohibited from using USF System aircraft or privately owned aircraft or accept payment for travel costs.

2. **Operation of USF System Aircraft**

2.1 USF System aircraft must be operated at all times in accordance with the provisions of the Federal Aviation Administration’s approved flight manual, and the USF System’s flight operations procedures manual if applicable, which is in compliance with the Federal Aviation Act (as amended) and Civil Air Regulations.

2.2 Under federal regulations, the pilots of any aircraft are responsible for and are the final authority as to the flight operation of that aircraft. All decisions concerning the flight itself will rest solely with the pilots.

2.3 It shall be the policy for passenger operations of USF System aircraft that two (2) pilots be on board for each scheduled passenger flight.

2.4 USF System aircraft management, compliance, maintenance and pilot services are the responsibility of the Office of the Sr. Vice President for Business & Finance or designee.

3. **Scheduling Flights**

3.1 Authorized USF System Senior Managers, Vice Presidents, Regional Campus CEOs and Vice Chancellors wishing to use the USF System aircraft must submit their request on the Aircraft Request Form for approval. All flights on USF System aircraft are scheduled through the Office of the Sr. Vice President for Business & Finance or designee, who will make every effort to schedule such flights in the most efficient and economical manner possible. Every effort will be made to accommodate all requests consistent with the most efficient use of USF System aircraft.

3.2 The Office of the Sr. Vice President for Business & Finance or designee is responsible for maintaining the Aircraft Request Form and ensuring that the Form is signed by an authorized USF System Senior Manager, Vice President, Regional Campus CEO or Vice
Chancellor, all passengers are listed, and the official USF System purpose for each flight is disclosed on the Form prior to departure.

3.3 The Aircraft Request Form must be signed by the Senior Manager, Vice President, Regional Campus CEO or Vice Chancellor authorizing the use of the aircraft and disclose the following information:

- USF System Fund Account number to which the cost of the flight will be charged;
- Signature of the responsible authority;
- Departure date and time, return date and time;
- Name of each passenger, title, institution, if applicable;
- Names of pilots;
- Destination(s), including intermediate stops;
- Contact name, phone number, USF System affiliation; and
- Official USF System purpose of trip for each passenger.

3.4 Individuals not listed on the Aircraft Request Form and conducting official USF System business will be refused permission to board the flight.

3.5 All authorized requestors acknowledge that cancellation of scheduled flights may occur due to weather, pilot discretion or for other reasons.

4. Record Keeping and Reporting

4.1 All flights on USF System aircraft must have a completed “Aircraft Use Log” which is the official record of the passengers, origination and destination and flight time. The senior USF System officer on the flight is responsible for approving and initialing the Log and verifying the flight information prepared by the pilot. The Aircraft Use Log includes the following:

a) Date of travel
b) Aircraft identification number
c) Name and signature of each passenger along with his or her purpose of travel and institution
d) Pilots’ names and signatures providing each origination and destination, times of departure and arrival, and readings of the USF System aircraft Hobbs meter which shall serve as the official record of all flights on USF System aircraft.

4.2 The Aircraft Use Log shall be maintained by the Office of the Sr. Vice President for Business & Finance or designee.
4.3 The Sr. Vice President for Business & Finance shall submit an annual summary report of USF System aircraft operations to the USF Board of Trustees for review by the BOT Finance & Audit Workgroup. The summary report should contain, at a minimum, information on users, destinations, maintenance performed, and operating costs including cost recovery.

5. **Charges for Using USF System Aircraft**

5.1 The hourly rate for using USF System aircraft is set at a level sufficient to recover the cost of maintaining and operating the aircraft. That rate is periodically reviewed and revised as needed.

Before scheduling flights on USF System aircraft, departments should consider the availability and cost of commercial flights and compare the cost of such service with the cost of using USF System aircraft and provide justification supporting the use of the USF System aircraft.

5.2 Aircraft user departments are billed monthly by internal transfer. Charges are determined by multiplying the actual recorded flight time by the hourly rate for use of the plane. If persons from more than one department are on the same flight, the charges will be prorated among the departments involved.

6. **Charter Service**

6.1 Sometimes it will be impossible to accommodate all requests for use of USF System aircraft. In such cases, if commercial flights to the desired destination are not available and if it is essential to fly at a time when there are no commercial flights or if it is deemed most cost effective, the Office of the Sr. Vice President for Business & Finance or designee may arrange for a charter flight.

6.2 When such flights are scheduled, the user department will be responsible for all costs incurred. It is customary for the charter service to assess an additional wait-time charge when the layover exceeds one hour, for the cost of a co-pilot, and for the time and expenses of the crew when overnight travel is involved. For more information on chartering planes, see the USF System’s Travel Policy.
7. **Donated Aircraft and Flight Services**

7.1 When an aircraft and flight services are donated for official USF System business, USF System employees must ensure that the plane and flight crew meet current Federal Aviation Administration regulations and have the appropriate liability insurance.

7.2 The USF System wishes to accept these donations, but at the same time is keenly aware of the need to prevent any appearance of intent by the donor to influence the USF System or its agents and employees.

7.3 The owner of private aircraft or donor of travel costs must offer the opportunity for travel or funds to the USF System, not to individual employees or officers, by sending correspondence to the USF System specifically offering the travel or travel funds. Determination of the appropriateness of the travel on the private aircraft or travel funds will be made by the supervisor or manager to whom the traveler reports, such as the Director, Dean, Vice President, Chancellor, Provost, President or member of the Board of Trustees, depending on the needs of the USF System.

8. **Exceptions to Policy**

8.1 Proposals for exceptions to some of the requirements specified in this Policy may occasionally occur. All exceptions to policy must be submitted in writing to the Sr. Vice President for Business & Finance or designee. These proposals will be reviewed by the General Counsel of the USF System. The respective Direct Support Organization Board, if applicable, shall be informed immediately of any potential exception.

8.2 Each proposal for exception shall be reviewed by the Sr. Vice President for Business & Finance and other officials he/she deems appropriate. Exceptions may be temporary or more permanent; they may be self-correcting, require specific action or require no action. If specific action is required, the Sr. Vice President for Business & Finance will determine the course of action that will address the particular exception.

The Board of Trustees or Direct Support Organization Board, as appropriate, will review exceptions and the course of action to correct the exceptions. The Board of Trustees of the USF System reserves to itself the exclusive right to revise or grant exceptions to the USF System Policy on *Operation and Use of Owned or Leased Aircraft* by the USF System. As long as an exception to the Policy continues, it will be re-evaluated by the Board of
Trustees of the USF System and the respective Direct Support Organization Board, if applicable, at least on an annual basis.

*Current Responsible Office: Business and Finance

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.