

# OREGON INSTITUTE OF TECHNOLOGY

## Private Air Travel

**OIT-60-030**

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Any employee requesting travel by privately-owned or rented aircraft must satisfy state insurance requirements and must obtain prior approval for such travel as follows:

1. Prior approval must be obtained from the Chancellor, Oregon University System, when air mileage exceeds 600 miles one way. Approval from the Chancellor must be requested through the President's Office.
2. Out-of-state private air travel must be approved in the same manner any other out-of-state request.
3. Where the Chancellor and Executive Department have granted blanket approval for out-of-state travel for non-state funded activities (i.e., for particular grant or contract travel), prior approval for the use of privately-owned or rented aircraft must be obtained as outlined in paragraph 4 below.
4. Prior approval for in-state and regional private air travel may be gained locally when such travel is cost-effective. Cost effectiveness can be established by presenting to the appropriate Vice President two travel requests—one showing travel costs for private aircraft and the other providing travel costs for the most economical alternate means of transportation, either by commercial means or by private or state-owned automobile.
5. Private aircraft for the convenience of the employee may be used at the employee's option, but is reimbursed only at the current private automobile mileage rate.

Verified by President's Council – 1/85

Approved:           Larry J. Blake, President