Business Travel by Private Aircraft

1. Operating Requirements

- **Justification:** For reasons of cost savings, scheduling flexibility, convenience, or specialized transportation needs, CMU employees may utilize private aircraft for business travel, subject to the conditions detailed below.
- **Pilot Qualifications:** The pilot must be a CMU employee holding at least a Private pilot license with appropriate instrument rating, and at least a Third Class medical certificate with no night restriction. Students are not considered to be employees.
- **Pilot Registration:** A current CMU Pilot Registration Form for the pilot must be on file with the Treasurer's office prior to the beginning of the flight.
- **Pilot Experience:** The pilot must meet the recency of experience requirements of FAR 61.67(e) for IFR flight. In addition, the pilot must have logged at least 10 hours of flight time in the make and model of aircraft to be used. In the case of complex, high performance, or multiengine aircraft, the pilot must also have logged at least 5 hours of flight time in the specific aircraft to be used.
- **Minimum equipment:** The aircraft used must have a Standard airworthiness certificate, be equipped for IFR flight in accordance with FAR 91.203(d), and have a current annual inspection.
- **Insurance:** The pilot must maintain personal insurance for his or her flying activities, in an amount not less than $2 million combined single-limit liability coverage, with the University as a named insured.
- **Access to alternative transportation:** No person may be required to travel on a private aircraft. Travelers shall always have the option of using alternate means of transportation if they prefer.

2. Reimbursement

- **Reimbursable expenses:** Travelers may be reimbursed for the actual aircraft rental cost, or in the case of owned aircraft, the product of actual flight hours times the owner's estimated hourly operating costs, subject to the limits below. Landing fees and tiedown fees are also reimbursable, with receipts.
- **Reimbursement limit:** If the cost of airline coach fare is less than the actual cost of using a private aircraft, reimbursement will be limited to the airline coach fare.
- **Reimbursement for multiple travelers:** If more than one CMU employee travels in the same aircraft, the reimbursement limit is raised to twice the airline coach fare. In order to qualify for the higher limit, the employee's supervisor must certify that the presence of the additional travelers was justified for University business.