



# Oakland University

## Administrative Policies and Procedures

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**SUBJECT:** USE OF NONCOMMERCIAL AIRCRAFT

**NUMBER:** 1270

**AUTHORIZING BODY:** VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

**RESPONSIBLE OFFICE:** PURCHASING AND RISK MANAGEMENT

**DATE ISSUED:** OCTOBER 1977

**LAST UPDATE:** FEBRUARY 2006

**RATIONALE:** In order for Oakland University (University) to carry out University-related business and activities, commercial air travel may be necessary for University employees.

**POLICY:** Employee air travel must be by regularly scheduled airline or University-approved chartered aircraft. Employees may not travel by privately-owned aircraft, that is, employee-owned or employee-leased aircraft.

Chartered air service may be authorized by the Purchasing Department when it is financially advantageous to the University when measured by comparative travel costs. Such air service is to be secured through the Purchasing Department, who will work with Risk Management to ensure proper insurance coverage is in place.

**SCOPE AND APPLICABILITY:**

**DEFINITIONS:**

**PROCEDURES:**

**RELATED POLICIES AND FORMS:**

**APPENDIX:**



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