

University Travel Policy Regarding Travel on Private Aircraft And Acceptance of Payment of Travel Costs

On various occasions University employees may receive invitations from individuals for free travel on privately-owned aircrafts to attend University events or for payment of travel costs to such events. Such free travel is beneficial to the University because the department, group, or school involved is able to reduce travel expenses and facilitate greater support for University events. The University wishes to accept these gifts but at the same time, is keenly aware of the need to prevent any appearance of intent by the offeror to influence the University or its agents and employees. Consequently, the University has determined that the following policy should apply to travel on private aircrafts:

1. An owner of a private aircraft or donor of travel costs must offer the opportunity for travel or funds to the University, not to individual employees or officers, by sending correspondence to the University specifically offering the travel or travel funds. Determination of the appropriateness of the travel on the private aircraft or how the travel funds will be used shall be made by an appropriate supervisor or manager such as the Department Director, Dean, Vice Presidents, Provosts, President or Board of Regents, depending on the needs of the University at the time.
2. A spouse, family member or guest can accompany employees on privately-owned aircraft if there is no expense to the University and there is a bona fide business purpose for such travel, including but not limited to contractual rights of the employee. Factors that indicate a bona-fide business purpose include, but are not limited to (1) official correspondence requesting that an invited guest, spouse or family member make the trip; (2) the spouse, family member or guest is required to attend official functions; or (3) the spouse, family member or invited guest performs required services such as acting as a representative of the state or the University in a substantial manner.
3. University Athletics Department Compliance personnel and Medical Center compliance personnel are prohibited from traveling on a private aircraft.

APPROVED
Executive Ethics Board

Date: 6/10/05
