

# 25.99.01 Chartering of Commercial Aircraft

Revised [May 24, 2016](#)  
Next Scheduled Review: May 24, 2021  
Click to view [Revision History](#).



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## Regulation Statement

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This regulation provides guidance to members of The Texas A&M University System (system) that charter flights on commercial aircraft.

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## Reason for Regulation

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Members occasionally need to charter commercial aircraft for flights in the normal course of business. It is in the best interest of the system to provide guidance and requirements for funding, pilot certification, foreign travel and insurance purposes.

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## Procedures and Responsibilities

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### 1. GENERAL

Members and employees are authorized to charter commercial aircraft as defined in this regulation. Members are encouraged to be conservative and to use charter flights only when absolutely necessary. This regulation is not to be interpreted to authorize the charter (lease) of aircraft reimbursable under state travel regulations except as provided in system regulations. Student travel is governed by System Policy *13.04, Student Travel*.

### 2. REQUIREMENTS FOR SPONSORED AIR TRAVEL

For sponsored air travel, the system will utilize only those aircraft and aircraft operators certified under Federal Aviation Regulations (FARs) Part 121 or Part 135 in Title 14 of the Electronic Code of Federal Regulations.

### 3. INFORMATION REQUIRED

With the exception of certified domestic and flag air carriers, an aircraft operator will provide the chartering member with the following information:

- (a) type of certificate;
- (b) certificate number;
- (c) date issued;

- (d) expiration date;
- (e) type and registration number of aircraft authorized;
- (f) name of Federal Aviation Administration Flight Standards Office having jurisdiction over certificate holder; and
- (g) schedule of insurance charge in effect, showing insurance companies, policy numbers, type, amounts, period of coverage and special conditions, exceptions and limitations.

#### 4. FOREIGN AIR TRAVEL

Air travel to or in foreign countries by employees will be arranged only through commercial air carriers regularly engaged in scheduled passenger air transportation to or in those foreign countries.

#### 5. INSURANCE

Carriers under this regulation will furnish a certificate of insurance to the chartering member providing for coverage of not less than \$500,000 per passenger.

#### 6. ADMINISTRATIVE REQUIREMENTS

The member chartering the aircraft will ensure that contracts and other appropriate documents are reviewed by the Office of the General Counsel prior to approval by authorized member officials as required by System Policy *25.07 Contract Administration*.

#### 7. FUNDING LIMITATIONS FOR CHARTERED AIRCRAFT

Appropriated funds may not be used to charter commercial aircraft (leased or rented) unless authorized by the Texas Department of Transportation. Commercial aircraft may be chartered using institutional funds.

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### **Related Statutes, Policies, or Requirements**

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Federal Aviation Regulations 14 C.F.R. §§ [121](#) *et seq.*, [135](#) *et seq.*

[Air Carrier Certification Process](#)

[System Policy 13.04, Student Travel](#)

[System Policy 25.01, Use and Operation of System Aircraft](#)

[System Policy 25.07, Contract Administration](#)

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### **Member Rule Requirements**

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A rule is not required to supplement this regulation.

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## **Contact Office**

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System Office of Budgets and Accounting  
(979) 458-6100