

UC Davis Policy and Procedure Manual

Chapter 300, Travel and Transportation

Section 16, Transportation Expenses--Air Travel

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Supersedes: 300-10, 5/21/99 & revisions

Responsible Department: Accounting & Financial Services

Source Document: Business and Finance Bulletin G-28, Policy and Regulations Governing Travel

See [Section 300-10](#), *Travel Policy Overview*, for forms, quick links, and references.

I. Commercial Airlines

A. Coach class

Coach class or any discounted class shall be used in the interest of economy. This policy applies to all travel (domestic or foreign or any combination thereof) regardless of the purpose of the trip or fund source. (Information regarding University agreements with airlines is presented at <http://travel.ucdavis.edu/ycal.cfm>; additional information is available from the Purchasing Department.)

B. Business or first class

1. A written authorization to use business or first-class or other higher-cost service in cases other than described below shall be obtained in advance from the Associate Vice Chancellor--Finance. The traveler shall submit the authorization with the Travel Expense Voucher.
2. Use of business or first-class, or other higher-cost services may be authorized under the circumstances listed below.
 - a. Business or first-class service is the only service offered between two points.
 - b. The use of coach class would be more expensive or time consuming, e.g., when, because of scheduling difficulties, traveling by air coach would require an unnecessary hotel expense, circuitous routing, or an unduly long layover when making connections.
 - c. An itinerary involves overnight travel without opportunity for normal rest before commencement of working hours.
 - d. A flight or a combination of flights equals 10 hours or more, excluding stops to change planes.
3. When a traveler prefers to use a higher class than the one authorized for reimbursement, the traveler must pay the incremental cost of the airfare.

C. U.S. flag air carriers

1. Under the Fly America Act, only U.S. carriers shall be used for travel reimbursed from federal grants and contracts, unless one of the following exceptions applies:
 - a. Use of U.S. carrier service would extend travel time, including delay at origin, by 24 hours or more.
 - b. U.S. carriers do not offer nonstop or direct service between origin and destination. However, a U.S. carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:
 - Increase the number of aircraft changes outside the United States by two or more; or

- Extend travel time by at least 6 hours or more; or
 - Require a connecting time of 4 hours or more at an overseas interchange point.
- c. When the costs of transportation are reimbursed in full by a third party, such as a foreign government or an international agency.
2. When a U.S.-flag air service is not available, travelers will be reimbursed for their foreign-flag air carrier airfares upon submission of a completed Certificate of Nonavailability of U.S.-Flag Air Carrier Service (<http://accounting.ucdavis.edu/forms/>) with their Travel Expense Voucher. Other certificate forms may be submitted when permitted by the terms of a particular federal contract or grant. Reimbursement of travel on a foreign air carrier may be denied in the absence of such justification.

II. Private Aircraft

A. Approval

1. Before a privately owned aircraft (including a rented one) may be used for official travel, the pilot must register with and obtain the written approval of the department head and must satisfy the liability insurance requirements of Risk Management Services.
- a. The pilot must have a private license.
 - b. The pilot must have logged at least 10 hours of flight time within the preceding 90 days as a pilot in command of an aircraft of the same make and model as the one to be used on the trip.
 - c. A current pilot history form and a certificate of insurance must be on file with Risk Management.
 - d. Evidence must be provided of Aviation Liability Insurance coverage with a minimum combined single limit of \$1 million, with The Regents named as additional insured.
2. To carry passengers, the pilot must either have logged a minimum of 500 hours of flight time as a licensed private pilot in command of an aircraft or possess a valid commercial (or higher type) pilot's license issued by the Federal Aviation Administration. For the purposes of this rule, anyone traveling in the aircraft other than the pilot is considered to be a passenger. Transportation expense for a flight carrying passengers shall not be reimbursed if the University pilot does not possess the above qualifications.

B. Reimbursement options

When the pilot has obtained prior approval to use a private aircraft, reimbursement shall be made based on the lesser of two options:

1. Private aircraft option

An amount for mileage using the private reimbursement rate per mile (<http://www.ucop.edu/ucophome/policies/bfb/g28a.pdf>) plus the cost of meals and lodging while in transit. Mileage shall be computed on the basis of the shortest air route from origin to destination. The Travel Expense Voucher must show the aircraft registration number and shall be clearly marked "air miles." Only the pilot will be reimbursed for mileage expense. Reimbursement shall be made for actual landing and parking fees. Reimbursement is not allowed for storage or parking fees at the location where the aircraft is normally stored. However, parking and transportation costs to and from the place of storage may be reimbursed.

2. Commercial aircraft option

The cost of the lowest regular coach fare available for the location of travel from a

standard commercial air carrier, plus the cost of transportation to and from the terminals and any meals and lodging that would have been allowed if the traveler used a commercial airline. The cost of meals and lodging while in transit may also be taken into account in determining the appropriate reimbursement amount.

C. Chartered aircraft

Actual expenses of chartering aircraft are allowable; however, prior approval must be obtained from the Associate Vice Chancellor--Finance. The Associate Vice Chancellor shall be responsible for ensuring that the flight meets the conditions set forth under the University Policy on Student, Faculty, and Staff Air Charter Flight Program. Supporting receipts must be submitted with the Travel Expense Voucher.