

## REQUEST FOR NON-COMMERCIAL AIRCRAFT USE

Primary Traveler Trip Liaison Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s): \_\_\_\_\_ Destination(s): \_\_\_\_\_

Other needs (rental car, food, etc.) \_\_\_\_\_

Official Business Purpose and Business Justification:

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## Reason for Using Non-Commercial Aircraft

- ☐ Destination not served by commercial carriers
- ☐ The use of non-commercial aircraft is the most cost-effective travel arrangement. [Include cost justification]
- ☐ Time required to use a commercial carrier significantly interferes with permitted passenger's official business and commercial carrier options are not reasonable available. [Include supporting reasons in business justification]

Non-Commercial Aircraft is to be used by:

- ☐ Permitted Passenger(s): FAU, DSO, or FAU Affiliate employees, directors, trustees, contractors, students and other personnel who are flying on FAU, DSO, or FAU Affiliate Official Business AND/OR
- ☐ Accompanying Traveler(s): Individuals who, for the purpose of conducting FAU/DSO/FAU Affiliate Official Business, are accompanying any Permitted Passenger(s) (e.g., a spouse or domestic partner of an officer or trustee who is expected to attend an event on behalf of, to benefit, or to help represent FAU/DSO/FAU Affiliate).

Permitted Passenger(s) and Accompanying Traveler(s):

| Name | Reason for Attending |
|------|----------------------|
|      |                      |
|      |                      |
|      |                      |
|      |                      |
|      |                      |

Smart Tag Code: \_\_\_\_\_

Cost Center Code: \_\_\_\_\_

Fund Code: \_\_\_\_\_

Check all that apply:

- ☐ Non-Commercial Aircraft is initiated and routed for purpose of conducting FAU, DSO, or other FAU Affiliate Official Business.
- ☐ No Prohibited Use is involved.

PRIMARY TRAVELER NAME AND TITLE

SIGNATURE

DATE \_\_\_\_\_

Endorsed by:

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Division Vice President [If applicable]

DATE

Reviewed by:

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Chief Compliance and Ethics Officer

DATE

☐ Ethics opinion attached

Approved by:

The use of the non-commercial aircraft complies with FAU's policy and is in best interests of the University.

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PRESIDENT

DATE