

Texas Tech University Health Sciences Center El Paso

*Application to Conduct Official Travel  
in a Personally-owned or Leased Aircraft*

**AUTHORITY**

Pursuant to state regulations Texas Government Code §660.071 and §660.072(1) and documented in *Textravel* - Transportation – Travel by private aircraft and Texas Tech University Health Sciences Center El Paso (TTUHSC EP) OP 79.03, employees of TTUHSC EP may be reimbursed for official travel at the current rate authorized in the General Appropriations Act, Article IX §5.05 (b). Prior to initial travel authorization under this provision, the employee must submit this application to the Office of the President certifying the following qualifications and assurances.

**CERTIFICATIONS**

- 1) I certify that I hold the following pilot certifications and ratings (copy of current certificate attached to initial application):

Privileges \_\_\_\_\_

Certificate number \_\_\_\_\_

Ratings \_\_\_\_\_

Date of Issue \_\_\_\_\_

- 2) I certify that I have a current flight review (copy of log book entry attached to initial application):

Date of current flight review \_\_\_\_\_

Expires \_\_\_\_\_

- 3) I certify that I have a current FAA Medical Certificate (copy attached to initial application):

Type Certificate \_\_\_\_\_

Date of examination \_\_\_\_\_

Expires \_\_\_\_\_

**VERIFICATIONS**

- 1) The aircraft is personally owned by me or leased under a contract with a term of at least one month that gives me sole possession and use of the aircraft while the lessor retains ownership of the aircraft;
- 2) The aircraft is registered under Federal Aviation Regulations (FAR), Part 47;
- 3) The aircraft has been and will be maintained in accordance with FAR, Part 43, and meets airworthiness standards under FAR, Part 23;
- 4) The aircraft will be operated in accordance with FAR, Part 91;
- 5) I have and will maintain appropriate insurance coverage on the aircraft and all associated flights;
- 6) I understand that passengers may not be carried while the aircraft is in use for official travel;
- 7) I will provide the university with a release from liability associated with travel in personally-owned or leased aircraft (A NEW RELEASE MUST BE EXECUTED AND ATTACHED WITH EACH APPLICATION);
- 8) I will promptly notify the university if any of these qualifications or conditions change in such a manner that my qualifications to conduct official travel under this provision are altered prior to the time of travel.

Executed this day \_\_\_\_\_ of \_\_\_\_\_ , \_\_\_\_\_

\_\_\_\_\_  
Signature

Witnessed:  
,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved (President or designated representative):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**A COPY OF THIS APPLICATION WITH APPROVAL MUST BE APPENDED TO EACH TRAVEL VOUCHER SUBMITTED**