

Approval for Use of State Aircraft for TxDOT Business

There are two important statutory sections which guide the use of state aircraft for TxDOT business travel that must be adhered to. First, the Government Code statute dealing with Travel Expenses (Sec 660.008) states that an *“agency shall ensure that each travel arrangement is the most cost effective considering all relevant circumstances.”* Second, the statutes related to passenger transportation on state aircraft say that we *“may not provide aircraft transportation to a destination unless: (1) the destination is not served by a commercial carrier; (2) the time required to use a commercial carrier interferes with passenger obligations; or (3) the number of passengers traveling makes the use of state aircraft cost-effective.”*

As we have previously communicated, it is a requirement that the applicable member of TxDOT Administration (typically your Chief) approve the use of state aircraft for agency travel and that TxDOT Flight Services be provided with evidence of such approval prior to scheduling travel. To assist in the decision as to whether it’s appropriate to use state aircraft for a particular trip, **attached** is a spreadsheet which allows you to input the costs (or savings) associated with various modes of travel. Please provide this sheet when seeking approval through TxDOT Administration. In addition to this analysis, there may be other relevant circumstances related to business necessity that may influence the final decision. All of these considerations should be documented on the request approved by Administration and submitted to Flight Services.