



## 5 i h cf]nU]cb`Vm Agency Administrative Head to Use State-Operated Aircraft

The administrative head of \_\_\_\_\_ authorizes the following employee(s) to use a state-operated aircraft for official state business, on the dates listed below.


Purpose of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Travel: \_\_\_\_\_

**Please select applicable type of travel:**

- State officer(s) or employee(s) traveling on official state business
- Person(s) in the care or custody of state officers or employees traveling on official state business
- Person(s) whose transportation furthers official state business

**Please select applicable reason for aircraft transportation:**

- The destination is not served by a commercial carrier.
- The aircraft transportation is the most cost-effective travel arrangement in accordance with Section 660.007(a).
- The number of passengers traveling makes the use of a state aircraft cost-effective.
- Emergency circumstances necessitate the use of a state aircraft.
- The time required to use a commercial carrier interferes with passenger obligations.
- A representative of the Department of Public Safety determines that security concerns for a passenger warrant the use of a state aircraft.

**By signing this form, I certify that aircraft transportation is NOT being provided to a passenger that is to be transported to or from a place where the passenger:**

- Will make or has made a speech not related to official state business.
- Will attend or has attended an event sponsored by a political party.
- Will perform a service or has performed a service for which the passenger is to receive an honorarium, unless the passenger reimburses the board for the cost of transportation.
- Will attend or has attended an event at which money is raised for private or political purposes.
- Will attend or has attended an event at which an audience was charged an admission fee to see or hear the passenger.

Requestor Name	Signature	Date