

REQUEST FOR NON-COMMERCIAL AIRCRAFT USE

Specify requested aircraft use:

- University-owned Aircraft
- Other Non-Commercial Aircraft

Official Business Purpose and Business Justification:

Primary Traveler Trip Liaison Name: _____ **Email:** _____ **Phone:** _____

Date(s): _____ **Destination(s):** _____

Other needs (rental car, food, etc.) _____

Non-Commercial Aircraft is to be used by:

- Permitted Passenger(s): UF, DSO, or UF Affiliate officers, employees, directors, trustees, contractors, students and other personnel who are flying on UF, DSO, or UF Affiliate Official Business AND/OR
- Accompanying Traveler(s): Individuals who, for the purpose of conducting UF/DSO/UF 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 UF/DSO/UF Affiliate).

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

Chartfield/Cost Center(s) paying for the Non-Commercial Aircraft use: _____

Check all that apply:

- Non-Commercial Aircraft is initiated and routed for purpose of conducting UF, DSO, or other UF Affiliate Official Business.
- No Prohibited Use is involved.
- A stop along or in-close-proximity-to the route to pick up or drop off of Permitted Passenger(s) is allowed.
Specify: _____
- Schedule for commercial carriers or the time involved in commercial travel does not serve the UF, DSO, or other UF Affiliate Official Business needs of the Permitted Passenger(s).

By signing below, the Primary Traveler acknowledges that:

- The Chartfield used by the cost center meets the compliance requirements for the use of funds.
- The Primary Traveler has read and will ensure all passengers comply with the Non-Commercial Aircraft Use directive.

PRIMARY TRAVELER NAME AND TITLE

SIGNATURE

DATE

Approved by:

UNIVERSITY OF FLORIDA PRESIDENT OR DESIGNEE

DATE