University Aircraft Operations

**Policy Statement**
The University of Southern Mississippi (USM) leases, with full operational control, a Beechcraft King Air aircraft (N777AQ) from The USM Foundation Holdings, LLC.

**Reason for Policy/Purpose**
This policy governs the operations of the aircraft in support of USM business interests.

**Who Needs to Know This Policy**
Because the aircraft supports all areas of the USM business operations, all department chairs, directors, and above are responsible for the information within this policy in order to ensure its compliance before, during, and after any operation of the aircraft in support of an associated unit of the University.

**Website Address for this Policy**
http://www.usm.edu/institutional-policies/policy-adma-pur-019

**Definitions**
Use of University Aircraft Form: Form required to request use of the University aircraft in support of the University’s business conduct.

**Policy/Procedures**
All operations of the University aircraft must be operated in accordance with USM policy.

I. Request for Use of Aircraft:
   All requests for use of the aircraft must be submitted using the USM Use of University Aircraft Form, attached to this Policy. All information requested on the form must be provided.

II. Aircraft Costs:
Aircraft costs will be calculated annually to arrive at a direct operating cost per hour and will be set forth in the Use of University Aircraft Form. This cost will be billed to the using department or entity after each flight.

III. Approval:
Appropriate chain of approval must be followed per the form instructions including the requestor’s name and signature, the Director/Dean/Department Head’s name and signature. Final approval for use of the aircraft must be obtained from the USM president or his/her authorized agent.

Review

The Vice President for Finance and Administration is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

Forms/Instructions

The USM Use of University Aircraft Form (dated June 15, 2015) is attached and copies may be made.

Appendices

Use of University Aircraft Form

Related Information

None

History

This is a new policy.
Draft prepared by Director of Special Operations under direction of the Vice President for External Affairs
Reviewed by Vice President for Finance and Administration – June 2015
Authorization

Responsible University Administrator

REVIEWED BY:

Director of Compliance and Ethics

Office of General Counsel

APPROVED:

President

6-12-15

Date

6/16/15

Date

6-19-15

Date

6/30/15

Date
### Request for Use of University Aircraft Form

**The University of Southern Mississippi**
**Eagle Air**
**King Air 200, N777AQ**

USM Pilots: Julian Allen, 228-297-2859(c), and Jack Gill, 601-278-6889(c)

<table>
<thead>
<tr>
<th>Request Date:</th>
<th>Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Passenger:</td>
<td>Account Number:</td>
</tr>
<tr>
<td>(Charges will be $800/flight hour)</td>
<td></td>
</tr>
<tr>
<td>Contact Number:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

Enter either a desired departure time OR a desired arrival time. Use second form for more than 5 legs.

<table>
<thead>
<tr>
<th>Leg</th>
<th>Date</th>
<th>Departure Time (local time)</th>
<th>Departure City, State</th>
<th>Arrival Time (local time)</th>
<th>Arrival City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PASSENGERS**

State employee? Circle Y (yes) or N (no). If "No", attach the following: name, USM affiliation, reason for traveling, related to a USM employee? If so, name.

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

**SPECIFIC PURPOSE OF FLIGHT:**

Will in-flight catering be requested for this flight? Yes No

Will ground transportation be required? Yes No

Driver name: ____________________________

If so, please specify the size of car needed (mid, full, or van):

Larger than mid-size vehicle must have advanced Travel Office approval.

I certify the above request for utilization of USM owned or operated aircraft is in accordance with USM University Aircraft Operations Policy.

Requestor signature AND printed name: ____________________________ Date: __________

Director/Dean approval signature: ____________________________ Date: __________

President or Designee: ____________________________ Date: __________

Please send completed form to Julian.Allen@usm.edu and follow up with a phone call or text to 228-297-2859 to discuss details.