**Donor Aircraft Acceptance Checklist**

*Revised 2.1.15*



**Instructions:** Checklist and applicable attachments must be completed and sent: (1) with initial request for approval to chancellor or chancellor’s designee, and; (2) upon approval, via Fax or Email to U. T. System Aircraft Operations *prior* to flight. Checklist will be matched with quarterly reporting of charter/donor aircraft.

**Institution and General Flight Information (required for approval)**

Institution Name:

Department:

Department Contact (Name/Phone Number):

Date(s) of Travel:

Purpose and Benefit to U. T. System:

Passenger List (attach Passenger Name List Form):

Origin/Destination:

|  |  |
| --- | --- |
|  | **C:\Users\nsuth\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\9POOYKC5\MC900441510[1].pngPlace Checkmark To Confirm** |
| Flight approved by the chancellor or designee (signature required along with checkmark) |  |
| Aircraft is a multi-engine turboprop or jet |  |
| Donor aircraft insurance meets U. T. System insurance requirements * Minimum of one million dollars ($1,000,000) per seat/passenger
 |  |
| Aircraft must have two current and qualified pilots |  |
| Aircraft owner may not serve as pilot or co-pilot |  |
| Students must be accompanied by a University staff member for the duration of flight |  |
| Responsible University individual on the ground must be in possession of donor flight information including date of flight, aircraft tail number, origin/destination, passenger name list and emergency contact for each passenger  |  |
| Donor is not a registered lobbyist |  |
| Use of donor aircraft does not create a conflict of interest and is compliant with Regents’ Rule 30104 |  |

Donor Aircraft Passenger Name List

(Attach and Submit With Donor Aircraft Acceptance Checklist)

Institution Name:

Department:

Department Contact (Name/Phone Number):

Date(s) of Travel:

Purpose and Benefit to U. T. System:

Origin/Destination:

|  |
| --- |
| Passenger 1Name:  |
| Passenger 2Name: |
| Passenger 3Name: |
| Passenger 4Name |
| Passenger 5Name: |
| Passenger 6Name: |
| Passenger 7Name: |
| Passenger 8Name: |
| Passenger 9Name: |
| Passenger 10Name: |
|  |
| Add additional lines as needed |
|  |
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