

# CHA 0008

June 2, 1988

## EXECUTIVE VICE CHANCELLOR

### Authority to Approve Use of Privately Owned Aircraft for Official University Travel

\*\*\*\*\*

Delegation letters identical to the one shown below were also sent to the Dean-UNEX, the Dean-School of Education, the Dean-GSM, the Dean-Graduate Division, the Dean-College of NAGS, the Dean-H&SS, the Associate VC-Enrollment Management, the VC-University Relations & Development, the VC-Administration, and the VC-Student Services on June 2, 1988.

\*\*\*\*\*

E. FLEISCHER

EXECUTIVE VICE CHANCELLOR

Section B.2a in Business and Financial Bulletin #G-28, Policy and Regulations Governing Travel in Privately-Owned Aircraft, states that the chartering of aircraft for the transportation of UC employees and the hiring of an aircraft and pilot where an employee anticipates being a passenger requires the written approval of the Chancellor, and must satisfy the liability insurance requirements of the campus Insurance and Risk Management Coordinator. For the purposes of this policy, anyone traveling in the aircraft other than the pilot is considered to be a passenger.

With this letter I delegate to you, as Executive Vice Chancellor, the authority to grant written approval of requests dealing with privately-owned aircraft within your area. Your authority cannot

be redelegated. A copy of #G-28, Section B.2a, is attached for your information.

Sincerely,

Rosemary S.J. Schraer

Chancellor

/lh

Attachment

cc: J. Hughes, Executive Officer, Business & Financial Services

K. Henderson, Materiel Manager

J. Dillon, Campus Insurance Coordinator