

**CLEVELAND STATE UNIVERSITY  
POLICY ON AIRCRAFT TRAVEL**

July 2003

The following policy regarding the use of aircraft for business travel is put in place primarily to minimize the risk of injury to our employees and to minimize operating risk for the University.

In the event air transportation is required, standard commercial airlines (operating under Part 135 of the Federal Aviation Administration regulations) must be used.

- A. Payment or reimbursement is authorized at the lowest available rate. Airline reservations should be made as early as possible to take advantage of discounted rates. The least expensive mode of travel should be chosen giving consideration to constraints on time, value of employee time, elimination of overnight lodging and cost of meals.
- B. This expense must be listed on the Travel Expense Report and be accompanied by receipts

Use of personal aircraft (owned, operated, leased or rented by an employee, friend, family member or other third party and operating under Part 91 of the Federal Aviation Administration regulations) or use of privately chartered aircraft, in the course of employment for Cleveland State University is expressly prohibited. Under no circumstances should an aircraft be rented and piloted by Cleveland State University employees in the performance of their duties to the University.

In the event an employee operates or utilizes a personal aircraft or charters an aircraft on CSU business, it will be considered outside the scope of the employee's employment and Cleveland State will not be responsible for and will not reimburse the employee for any resulting damages or operating expenses. This also means that employees who cause injury or other damage and/or incur a claim for injury or other damages and/or are determined liable for injury or other damages as a result of violation of this prohibition will not receive defense and/or indemnification by CSU in any action taken against them. Employees found to be in violation of this policy may be subject to personnel action up to and including termination.