

## CCS Administrative Procedure

### 5.30.01-J Privately Owned Aircraft

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#### Implementing Board Policy [5.30.01](#)

Contact: Manager of Employee Compensation, Travel & Accounts Payable, 434-5285

#### 1.0 Purpose

An agency may allow an employee to fly his or her privately owned aircraft for official state travel. These procedures cover the process to obtain approval and reimbursement to use a privately owned aircraft.

#### 2.0 Limitations and Requirements

- 2.1 A state employee may not use a state-owned aircraft for official state travel. State-owned aircraft for instructional use only.
- 2.2 An employee may fly his or her privately owned aircraft for official travel provided the employee fulfills the following criteria:
  - 2.2.1 The employee must possess at least a Federal Aviation Administration (FAA) Private Pilot Certificate.
  - 2.2.2 The employee must have a Washington State Pilot Registration.
  - 2.2.3 The employee must have a minimum of 200 hours flying time, with a minimum of 30 hours within the preceding 12 months.
  - 2.2.4 All state flights are to be confined to Visual Flight Rules, unless FAA instrument rated.
- 2.3 The Department of Transportation, Division of Aviation approves state employees to fly a privately owned aircraft on state authorized travel.
  - 2.3.1 Prior to the first flight in each biennium, the state employee must submit a written request to the Department of Transportation, Division of Aviation, stating their pilot qualifications as indicated in section 2.2, above.
  - 2.3.2 Provide data pertaining to the aircraft (i.e., make and model of plane, year of manufacture, air frame hours, air engine hours, number of engines and horsepower, seating places, and anticipated reasons for state authorized flights).
  - 2.3.3 The Department of Transportation, Division of Aviation, will provide the requester with documentation of approval.
  - 2.3.4 The Department of Transportation, Division of Aviation, will maintain a central record of qualified pilots and/or privately owned aircraft for each biennium.

#### 3.0 Reimbursement

State employees using privately owned aircraft for travel on official state business may be reimbursed at the rate per air mile contained in OFM, SAAM, Schedule A ([Subsection 10.90.20](#)). Determine and report air mileage using the following:

- 3.1 Use statute miles shown on airway charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce to determine mileage for travel by privately owned airplane.
- 3.2 If a detour was necessary because of adverse weather, mechanical difficulty, or other unusual conditions, the additional air mileage may be included in the mileage reported on the reimbursement voucher and, if included, it must be explained.

- 3.3 When an official requirement for deviation from direct route travel is such that airway mileage charts are not adequate to determine mileage, the formula of flight time multiplied by cruising speed of the airplane may be the basis for mileage determination.

**4.0 Related Information**

- 4.1 OFM State Administration and Accounting Manual (SAAM), [Subsection 10.50.23](#),
- 4.2 Aircraft. OFM, SAAM, Schedule A ([Subsection 10.90.20](#)).

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