



Deputy Chancellor and Chief Financial Officer  
**THE TEXAS A&M UNIVERSITY SYSTEM**

June 28, 2023

Guidelines for System Office Departmental Reservations for Use of System Aircraft

1. All reservations and flights utilizing System Aircraft must comply with System Policy 25.01 (*Use and Operation of System Aircraft*).
2. In addition to complying with System Policy 25.01, Subsection 1.1.3, System Office departments (excluding Board of Regents and the Chancellor) are required to gain approval from Billy Hamilton, Deputy Chancellor & Chief Financial Officer for use of a System aircraft if the trip meets any of the following criteria:
  - a. The total estimated cost for the trip is over \$5,000.
  - b. The total flight time for the trip exceeds 2.5 hours. Potential exceptions could be made for flights to Amarillo and/or to the Rio Grande Valley.
  - c. All overnight trips.
3. Aircraft reservations for System Office departments are not guaranteed. Per System Policy 25.01, Subsection 1.1.5, if the Board or the Chancellor requires an aircraft at the same time as the departmental booking, this flight takes priority and the System Office department flight will need to be rescheduled.
4. TXDOT aircraft will only be utilized for the Board of Regents and the Chancellor, unless otherwise approved by the Deputy Chancellor & Chief Financial Officer.
5. During times of extenuating circumstances, with the approval of the Chancellor, and with the safety consent of the Regional Flight Director/Chief Pilot, the duty period may be extended and/or crew rest reduced.

Updated: 6/29/23

Approved by: Billy Hamilton  
Deputy Chancellor & CFO