



Authorization by Agency Administrative Head to Use State-Operated Aircraft

The administrative head of _____ authorizes the following employee(s) to use a state-operated aircraft for official state business, on the dates listed below.

_____	_____
_____	_____
_____	_____
_____	_____

Purpose of Travel: _____

Destination: _____

Date of Travel: _____

Please select applicable type of travel:

State officer(s) or employee(s) traveling on official state business

Person(s) in the care or custody of state officers or employees traveling on official state

business Person(s) whose transportation furthers official state business

Please select applicable reason for aircraft transportation:

The destination is not served by a commercial carrier.

The aircraft transportation is the most cost-effective travel arrangement in accordance with Section 660.007(a).

The number of passengers traveling makes the use of a state aircraft cost-effective.

Emergency circumstances necessitate the use of a state aircraft.

The time required to use a commercial carrier interferes with passenger obligations.

A representative of the Department of Public Safety determines that security concerns for a passenger warrant the use of a state aircraft.

By signing this form, I certify that aircraft transportation is **NOT being provided to a passenger that is to be transported to or from a place where the passenger:**

- Will make or has made a speech not related to official state business.
- Will attend or has attended an event sponsored by a political party.
- Will perform a service or has performed a service for which the passenger is to receive an honorarium, unless the passenger reimburses the board for the cost of transportation.
- Will attend or has attended an event at which money is raised for private or political purposes.
- Will attend or has attended an event at which an audience was charged an admission fee to see or hear the passenger.

Requestor Name	Signature	Date

The requesting agency is responsible for maintaining travel records and documentation of cost, which are not to be submitted to TxDOT.