

## SAM-TRAVEL

### **INSURANCE REQUIREMENTS FOR PRIVATELY-OWNED/RENTED/LEASED AIRCRAFT**      **0746** (Revised 9/07)

Travel on official State business may be by privately-owned/rented/leased aircraft whenever this is the least costly means or is in the best interest of the State.

Employees must first obtain supervisor approval. Employee pilots shall certify at least yearly to their employing agency that they have the required liability insurance in force during the period of official travel. These required limits are shown on [STD. 265](#). Use STD. 265 for certification.

In all cases, the aircraft must be certified in accordance with FAA regulations and properly equipped for the type of flying to be performed.

State employees who pilot aircraft on official State business must meet the requirements of DPA Rule 599.628 and SAM Section 0747.