

SAM - TRAVEL

TRANSPORTATION SELECTION AUTHORIZATION AND ACCOUNTABILITY

0748

(Reviewed 7/2015)

Transportation Selection Criteria:

1. Select the least costly method of transportation. Consider direct expense and employee time away from the office. Commercial transportation will be used whenever its total cost is less than agency provided aircraft. Agency aircraft may be used when it proves to be the least costly method. Consider and document these criteria when deciding:
 - a) The cost of personnel hours lost in travel.
 - b) Total commercial travel costs (airlines, rental vehicle, taxi, etc.).
 - c) Added per diem costs.
 - d) Accessibility and/or urgency of the situation.
 - e) Scheduling demand and limitations.
 - f) Driving time to location would exceed two hours one way.
 - g) Commercial airline service and schedules between points of origin and destination including any intermediate stops or layovers.

2. To find the cost of agency aircraft include the following estimates:
 - a) Pilot cost (wages and benefits) per hour.
 - b) Total operational costs of the aircraft per hour.

Authorization:

The agency director or designee is solely responsible for authorizing flights.

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(Continued)

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0748 (Cont. 1)

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Accountability:

1. Submit approval request in writing to the agency approval authority as soon as possible but not less than 24 hours before the flight.
2. Immediate or unanticipated requests can be made verbally. File a confirming written request within 24 hours of trip completion.
3. Requests will contain:
 - a) Date, time, and name/title of requester.
 - b) Date(s) and itinerary of requested flight(s).
 - c) Purpose of trip.
 - d) Passengers (include title and organization).
 - e) Transportation selection criteria justification.
4. Administrative units that provide aircraft services shall evaluate requests for compliance with the transportation selection criteria. They will maintain a record of the aviation activities and prepare a monthly report. The report will be sent to the director or authorized designee and will include the following:
 - a) Dates of flight.
 - b) Pilot (or company if chartered).
 - c) Hours flown.
 - d) Type of aircraft.
 - e) Rate.
 - f) Total cost.
 - g) Short explanation of purpose.
 - h) Destination and stopovers.
5. Maintain a flight log for each State-owned or leased aircraft. Include in the log the use of the aircraft, passenger names, dates, destinations, and purposes of flights. Retain logs for four years or until audited, whichever occurs first.