

TRAVEL ON AIRCRAFT OWNED OR LEASED BY THE UNIVERSITY

Travel at University expense on aircraft owned or leased by the University of Arkansas is authorized for employees or prospective employees; students or prospective students; donors or potential donors; speakers at University events; individuals awarded official honors by the University; official guests of the University, including state and federal officeholders; and officials of the University and their spouses, whenever such persons are engaged in or supporting the performance of official University activities. Those traveling for official University activities shall for purposes this policy be considered the official travel party.

When a flight has been scheduled for official purposes, other persons who are not part of the official travel party may travel on the aircraft on a space available basis, provided: (1) there is unused seating space on the scheduled flight, (2) travel by such individual or individuals will not require that another flight be scheduled, and (3) no additional costs will be incurred as a result of allowing such individual or individuals to travel on the aircraft. In such instances, there may be potential tax implications associated with this travel benefit for persons who are not part of the official travel delegation. Any taxable event will be taxed in accordance with IRS regulation. To best manage the potential tax implications in these situations, the campus tax compliance officer should be consulted in advance of authorizing travel for persons not part of the official travel party.

September 9, 2022 (Revised)

November 11, 1988