



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
8/3/98**

**REVISION
5**

**PAGE
B2-210.4**

SUBJECT

TRAVEL

SUB-TOPIC

TRANSPORTATION ALLOWANCE, Continued

Private Air Transportation

A. Use of Personally-Owned Aircraft

State employees are reimbursed for travel in their personally-owned aircraft at the rate of forty cents (\$.40) per highway mile for single engine aircraft and fifty-five cents (\$.55) for twin engine aircraft. For the purpose of this section, "personally-owned aircraft" means the employee owns the aircraft.

B. Rented Aircraft

Short term rental or charter of aircraft must have the approval of the Aircraft Pooling Board and an explanation of how the rental reduced the cost of transportation to the State of Texas. Rental or charter of aircraft not approved in advance by the Aircraft Pooling Board is not payable. Personal airplane mileage may not be claimed in lieu of the rental or charter.