## **How to Procure an Aircraft Charter**

## **Overview**

This article describes how to procure an Aircraft Charter.

## **Critical Concepts**

The following documents are required to process a purchase order for a charter aircraft:

* + [UC San Diego Application to Charter Aircraft](https://ucsdcloud-my.sharepoint.com/personal/m2tolentino_ucsd_edu/Documents/Documents/PRO%20ANL/Blink%20Pages%20and%20KBAs/Aircraft%20Charter%20application_2021-03-30.pdf)(PDF)
	+ [STARR Pilot Questionnaire](https://ucsdcloud-my.sharepoint.com/personal/m2tolentino_ucsd_edu/Documents/Documents/PRO%20ANL/Blink%20Pages%20and%20KBAs/STARR%20Pilot%20Questionnaire.docx)(PDF)
	+ Certificate of Liability Insurance provided by Supplier with endorsement to The Regents of the University of California

## **Steps to Take**

### ****Processing a Vessel Charter****

1. Login to Oracle, then select **Purchase Requisitions**
2. Use the **Services Request** form to submit a Requisition
3. In the Category, select **Chartered Vessel**
4. After completing required information, click **Add to Cart** button
5. When all line items are entered and completed, click the **Shopping Cart** icon
	1. This will ask to **Review** or **Submit**, click the **Review** button
	2. **Room Number**, is not applicable, to bypass, enter **0000**
6. Attach any Quotes, Invoices, Documents etc. click the **Attachments +** icon
7. Review the information and click **Submit**

### ****Vessel Charter Documentation****

### Attach the following documentation:

1. Quotation from Supplier
2. [UC San Diego Application to Charter Aircraft](https://ucsdcloud-my.sharepoint.com/personal/m2tolentino_ucsd_edu/Documents/Documents/PRO%20ANL/Blink%20Pages%20and%20KBAs/Aircraft%20Charter%20application_2021-03-30.pdf)
3. [STARR Pilot Questionnaire](https://ucsdcloud-my.sharepoint.com/personal/m2tolentino_ucsd_edu/Documents/Documents/PRO%20ANL/Blink%20Pages%20and%20KBAs/STARR%20Pilot%20Questionnaire.docx)
	1. Additional pilot documentation requirements:
		* The pilot must have a valid private license;
		* The pilot must have logged at least 10 hours of flight time within the preceding 90 days as a pilot in command of an aircraft of the same make and model as the one to be used on the trip;
		* To carry passengers, the pilot must either have logged a minimum of 500 hours of flight time as a licensed private pilot in command of an aircraft or possess a valid commercial (or higher type) pilot's license issued by the Federal Aviation Administration.
		* A current pilot history form must be on file with the campus risk management office
			+ Contact email: ehsrisk@ucsd.edu
4. Chancellor’s Approval
	1. **Per G-28 Travel Regulations, obtaining the Chancellor’s approval is required prior to the flight.**
		* Before a private aircraft (including a rented aircraft) may be used for official travel, the pilot must register with and obtain written approval from the Chancellor. The department is advised to seek the Chancellor’s approval through the department’s AVC office.
		* An email approval from the Chancellor is also acceptable, which can be acquired by contacting the Vice Chancellor’s office.
5. Certificate of Liability Insurance
	1. Policy(ies) shall contain a separate endorsement naming, **The Regents of the University of California** as an additional insured.
	2. Evidence must be provided of Aviation Liability Insurance coverage with a minimum combined single limit of $1 million.
	3. Must be on file with the campus risk management office
		* Contact email: ehsrisk@ucsd.edu

### ****Additional Details****

### ****Transportation expenses for a flight carrying passengers shall not be reimbursed if the University pilot does not possess the above qualifications.****

### **For purposes of the foregoing rule**, anyone traveling in the aircraft other than the pilot is considered to be a passenger.****

### UCSD Representative Contacts

* Insurance Certificates: Edie Mitchell, Risk Management Manager at 858-534-3820
* For any aviation charters or additional questions please email ehsrisk@ucsd.edu and copy Edie Mitchell.

If you still have questions or need additional assistance, please [submit a ticket](https://support.ucsd.edu/finance?id=sc_cat_item&sys_id=48a60e85dbbb8014dbd6f2b6af961999) or call the IPPS Help Desk at **(858) 534-9494**