



# University of California, Santa Barbara Application to Charter Aircraft

## INSTRUCTIONS

Use the *Application to Charter Aircraft* to initiate an aircraft charter. Submit Application to the UCSB Purchasing and Risk Management Offices. Go to [www.ehs.ucsb.edu/riskmanagement/aircraft-charters](http://www.ehs.ucsb.edu/riskmanagement/aircraft-charters) for additional information about University of California requirements for aircraft charters.

## DEPARTMENT

Date of Application: \_\_\_\_\_ Campus: **SANTA BARBARA** Department: \_\_\_\_\_

Cost of Charter: \_\_\_\_\_ Dept. Account No.: \_\_\_\_\_ Fax: \_\_\_\_\_

Dept. Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Ph: \_\_\_\_\_

## CHARTER INFORMATION

Date(s) of Charter: \_\_\_\_\_ Name of UC Employee Chartering Aircraft: \_\_\_\_\_

Number of Passengers: UC Employees: \_\_\_\_ Students: \_\_\_\_ Other Invitees: \_\_\_\_ Is this an exclusive UC charter?  Yes  No

If no, explain: \_\_\_\_\_

Purpose of Charter (use attachment if necessary):

Charter Itinerary (use attachment if necessary) : \_\_\_\_\_

## AIRCRAFT INFORMATION

Owner/Operator: \_\_\_\_\_ Address: \_\_\_\_\_ Ph: \_\_\_\_\_

Aircraft Make & Model No.: \_\_\_\_\_ Insurance Category No. (see below): \_\_\_\_\_

Aircraft Type (roto, piston, jet) & No. of Engines: \_\_\_\_\_ No. of Passenger Seats: \_\_\_\_\_ No. of Crew: \_\_\_\_\_

## AIRCRAFT INSURANCE

Broker or Agent's Name: \_\_\_\_\_ Ph. \_\_\_\_\_

Name of Owner's Aircraft Liability Insurance Carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_ Policy Effective Date: \_\_\_\_\_ Policy Expiration Date: \_\_\_\_\_

Aircraft Liability Insurance Limits (attach Certificate of Insurance that meets BUS-63 req'ts.): \_\_\_\_\_

## CAMPUS REVIEW & APPROVAL

In accordance with University of California [Business & Finance Bulletin G-28, Policy and Regulations Governing Travel](#), employees must obtain prior approval from the Chancellor to charter and use an aircraft to conduct University business.

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_ Ph: \_\_\_\_\_

Risk Manager: \_\_\_\_\_ Date: \_\_\_\_\_ Ph: \_\_\_\_\_

Vice Chancellor, Admin. Servs.: \_\_\_\_\_ Date: \_\_\_\_\_ Ph: \_\_\_\_\_

Chancellor: \_\_\_\_\_ Date: \_\_\_\_\_ Ph: \_\_\_\_\_

## UNIVERSITY INSURANCE REQUIREMENTS

Aircraft charters shall meet all University requirements, including insurance. Aviation liability insurance limits for aircraft charters shall be combined single limit (CSL) for bodily injury, property damage, & passenger liability as follows:

- |                                                                                                            |                   |
|------------------------------------------------------------------------------------------------------------|-------------------|
| 1. <i>General Aviation Aircraft (non-roto) Third Level, Non-scheduled</i> (with max. 20 seating capacity): | \$10,000,000 CSL  |
| 2. <i>Roto Wing Helicopters</i> (max 10 occupancy):                                                        | \$10,000,000 CSL  |
| 3. <i>Air Ambulance (fixed or roto)</i> :                                                                  | \$10,000,000 CSL  |
| 4. <i>Private Aircraft (General Aviation only) - Single Engine Piston fixed wing</i> :                     | \$2,000,000 CSL   |
| 5. <i>Private Aircraft (General Aviation only) - Multi Engine Piston fixed wing</i> :                      | \$10,000,000 CSL  |
| 6. <i>Jet Turbo Fixed Wing</i> (with up to 12 seats including crew):                                       | \$50,000,000 CSL  |
| 7. <i>Aircraft</i> (with 13 - 40 seats including crew):                                                    | \$200,000,000 CSL |
| 8. <i>Aircraft</i> (over 40 total seats, including crew):                                                  | \$500,000,000 CSL |