

NORTH CAROLINA DEPARTMENT OF COMMERCE		POLICY # Aircraft 2
Title: Approval Process for Use of Executive Aircraft		
Effective Date: 7/1/99	Administering Authority:	
Revisions: NA	Assistant Secretary - Administration	
Statutory Authority (if applicable): NA		

Purpose: To outline the approval authority delegated by the Secretary of the Department of Commerce for the use of the Department's Executive Aircraft by Department staff.

Scope: All Department of Commerce Divisions/Boards/Commissions

Policy: The Secretary delegates approval for use of the Executive Aircraft by Department of Commerce staff as follows:

1. The Assistant Secretary for Economic Development may approve use of the aircraft for single day trips for business recruiting efforts: trips with potential clients on the passenger roster or present at destination; site visits; openings; and dedications.
2. The Assistant Secretary for Administration may approve use of the aircraft for travel:
 - Requiring overnight stay for business recruiting efforts. Such requests must include justification demonstrating the cost effectiveness of using Department aircraft in comparison with commercial airlines or an explanation of why time constraints or other factors dictate the use of the aircraft in comparison to other means of transportation.
 - By Department staff for purposes other than business recruiting that include the Governor and the Secretary or an Assistant Secretary of Commerce on the passenger list.
 - By Department staff for purposes other than business recruiting that do not include the Governor and the Secretary or an Assistant Secretary of Commerce on the passenger list. Such trips will only be approved with justification that:
 - Demonstrates the cost effectiveness of using Department aircraft in comparison with commercial airlines, and
 - Explains why time constraints dictate the use of the aircraft as opposed to other means of transportation.