

Part: **Financial Management and Administration**
 Section: **Treasury Board's General Management Policies**
 Subsection: **Travel and Business Expenses**
 Policy: **Private Aircraft**

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Private Aircraft

Objective	<i>The objective is to provide for the use of private aircraft by government employees.</i>
Authority	<i>The Financial Administration Act, 1993, clause 5(a), subsection 10(2)</i>
Applicability	This policy applies to ministries.
Definition	Private aircraft are those owned or leased by a government employee.
Treasury Board Policy	<p>.01 Permanent head approval is required for use of private aircraft by government employees.</p> <p>.02 Permanent heads may authorize an allowance for the use of a private plane if:</p> <ul style="list-style-type: none"> • the pilot holds a valid pilot's license; and • no passengers are transported in the aircraft as paying customers. <p>.03 The permanent head may approve the use of private aircraft for employee travel. To minimize third party risk, approval should be limited to situations where there are exceptional circumstances.</p> <p>.04 The allowance for an employee's use of private aircraft for travel is based on direct driving distance at the rates approved for members of the public service for use of a private vehicle under the SGEU Collective Bargaining Agreement.</p> <p>.05 Employees may, at their option, travel as passengers on private aircraft with permanent head approval.</p> <p>.06 The permanent head may authorize the use of private aircraft in an emergency (e.g., rescue).</p> <p>.07 The allowance for an employee's use of private aircraft in an emergency is to be reasonable in the circumstances as determined by the permanent head.</p>
References	<p>3101 GRF Payment Responsibilities</p> <p>3136 Travel Expense Claims</p> <p>4405 Employee Travel</p> <p>4535 Rent of an Aircraft</p>