



**Missouri Department of  
Natural Resources  
Administrative Policies and Procedures**

**Chapter 6 Travel**

**State of Missouri Administrative Policy on  
State Aircraft**

**Effective date**

**Revised**

**Number: 6.03 for DNR and SP-8 for OA**

**July 2004**

*This is the statewide policy issued by the Office of Administration. For questions about the policy contact Administrative Support’s Accounting Program.*

**GENERAL STATEMENT**

The purpose of the State Aircraft Policy is to ensure aircraft under the control of the state of Missouri are utilized in the most efficient and effective manner in the conduct of state business. State aircraft shall be used for official business only.

The State Aircraft Policy shall further govern the usage of state aircraft. Agencies may adopt additional policies and procedures provided they do not conflict with the provisions of this policy. This policy applies to all state agencies or other unit of the executive branch of state government.

**DEFINITIONS**

*Agency:* a state department, office, board, bureau, commission or other unit of the executive branch of state government.

*Authorized passenger(s):* state employees, state officials, members of state boards or commissions or members of the first family traveling aboard state aircraft who are involved in the conduct of state business.

*Authorizing official:* the head of the state agency or their designee who authorizes the use of state aircraft by agency personnel and others for the conduct of state business on behalf of the agency.

*Flight agency:* those agencies of state government, not including the National Guard, who own and operate aircraft at the Jefferson City Airport.

*Lead passenger:* the individual state employee or official designated by the authorizing official to represent the agency on the flight.

*Official state business or state business:* any activity conducted in conformance to these rules and directed and controlled by a state agency to advance the lawful policies and purposes of the agency.

*State aircraft:* any aircraft owned, rented, borrowed, or leased by the State of Missouri.



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**GUIDELINES AND PROCEDURES**

State aircraft shall be used only for the conduct of official state business. In determining whether a flight deemed by the agency to be official state business truly advances the stated purposes of the agency, the following factors should be considered prior to authorizing the flight. The flight should be:

- A necessary and reasonable means to achieve the business purposes of the agency;
- The most efficient manner of travel considering cost, value of staff time, security and required timeliness of travel completion; and
- Tied directly to the achievement of a clear business objective.

Each agency head shall designate authorizing official(s) from their agency who may approve state flights on behalf of the agency and shall communicate the names of these individuals, in a manner and form as prescribed by the Office of Administration, to the respective flight agency prior to scheduling flights.

Prior to chartering aircraft, each flight agency shall first confirm the inability of the other flight agencies to take the required flight and shall document this fact on the flight manifest.

Only authorized passengers shall ride aboard state aircraft. Other individuals such as volunteers, spouses, and/or children should not be passengers in a state aircraft.

The authorizing official for the agency scheduling a flight shall identify a lead passenger before each flight. The lead passenger shall:

- Authenticate the identity of each passenger on the flight;
- Attest to the business purpose of the flight and that each passenger is being transported in the conduct of state business; and
- Represent the agency and authorize necessary scheduling and routing changes to the flight.

All flight agencies shall document the clear business purpose as provided by the state agency for each flight scheduled with the flight agency.

All flight agencies operating under Federal Aviation Regulations Part 91 shall only bill agencies of the state for services rendered. State agencies shall not knowingly transport passengers on state flights with the intent of billing or otherwise receiving funds from non-state entities for the cost of flying these individuals.