University of Virginia
Department of Parking and Transportation
1101 Millmont Street
P.O. Box 400000
Charlottesville, VA 22904-4000
434-924-7231

University of Virginia
Air Services Use Authorization Form

Revised 12/2/2021

Pilot Information

John Farmer Stephen
Power Phone:
434-531-4727
Email: jpf3x@virginia.edu

☐ Check the box to the left to confirm that you have read and understand the Use of University Airplane or Private Air Transportation Service (PRM-001). This policy is available at http://www.virginia.edu/parking/documents/PRM-001.pdf?id='PRM-001.
Please note that the U.Va airplane should be used only in cases where it can be shown that commercial flights are more costly or that the combination of surface transportation and necessary lodging exceed the cost of the U.Va airplane.

Department Information

Please fill out the following section with your department's information:

Department Name:					
Phone Number:					
Street Address:					
City:		State:		Postal Code:	
Contact Name:					
Contact Phone Number:					
Contact E-Mail Address:					
Alternate Phone Number:					

Flight Information

Please fill out the following section with the details of your flight:

Departure Date:		Departure Time:	
Destination:			
Purpose of Trip:			
Return Date:		Return Time:	

University Airplane: A Cessna Citation XLS jet capable of seating up to eight people. The airplane is based at the General Aviation terminal at the Charlottesville-Albemarle Airport.

Passenger Information

Eligible Passengers:

Eligible passengers of the University's airplane and for private air service include:

☐ All state employees.

☐ Employees of the University of Virginia related Foundations and Corporations.

☐ Invited guests and spouses who are traveling in connection with University functions and activities as approved by the President, Executive Vice President & COO, or the Vice President for Finance, in writing. [A written request to the President, Executive VP & COO, or VP for Finance must include the specific University function or activity and guest or spouse's role in that function or activity and justification for using the University airplane or transportation service.]

Name	***Affiliation (Student, Faculty, Staff, Other)***

Invited Guests:

Name	***Affiliation***

Billing Information

Responsible Department:				
PTAO:				

Approvals

Executive Vice President: _____ Date: _____

President: _____ Date: _____

Approval for Invited Guests:

President: _____ Date: _____