FLOW CHART AND DECISION PROCESS
Use of Government Aircraft for Travel by Senior Federal Officials & Senior Executive Branch Officials
Implementation of 41 CFR 101-37 (FPMR Amendment G-101)

DEFINITIONS:

<table>
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<th>Government Aircraft</th>
<th>– Any aircraft owned, leased, chartered, or rented and operated by an Executive Agency</th>
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<tr>
<td>Official Travel</td>
<td>– (a) Travel for the conduct of agency business; (b) Travel to meet mission requirements; (c) Required use travel</td>
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<tr>
<td>Mission Requirements</td>
<td>– See 101-37.401. Mission requirements do not include official travel to give speeches, to attend conferences or meetings, or to make routine site visits.</td>
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Commercial airline or aircraft services is reasonably available to fulfill effectively the travel requirement. (101-37.401 – Reasonably Available)

Yes → Complete OAS-110, Cost Comparison

Is commercial air least costly?

No → Overriding reason to use Government aircraft?

Yes → Use Government aircraft. *2

No → Use commercial air.

To meet mission requirements?

Yes → Required travel approvals, documentation, reporting, and reimbursement requirements:

1. Travel Approval
   A. General – One organizational level above the person traveling (101-37.405(a)).
   B. Special – None

   Include a copy of Form OAS-110.

3. Report Requirements for mission travel are only applicable to Senior Executive Branch Officials. The procedure is the same as for non-mission travel.

4. Reimbursement required - NO

No → Required travel approvals, documentation, reporting and reimbursement requirements:

1. Travel Approval
   A. General – One organizational level above the person traveling (101-37.405(a)).
   B. Special – Must be approved on a trip-by-trip basis and be signed (reverse side of OAS-110) by agency senior legal official or principal deputy; OR an alternate system approved by OMB (101-37.405(c)). *3

   Include copy of Form OAS-110.

3. Report requirements –
   A. Consolidated semi-annual report submitted to GSA

4. Reimbursement required – MAYBE – See 41 CFR 101-37.403 (Appendix 5)

Footnotes:

*1 Exercising this criteria places the travel in “Required Use” category (as defined in 101-37.401 and involves approval process prescribed in 101-37.405(b).

*2 Only an agency head, or officials designated by the agency head, may approve use of agency aircraft for official travel (101-37.404). Use normal authorization of delegated authority media.

*3 Requests for approval of Government aircraft travel to the Solicitor should be submitted to MS7456-MIB FAX 202-219-6780