



University of Virginia: Air Services Use Authorization Form
Revised 5/24/2023

Pilot Information

John Farmer
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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.

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 uvapolicy.virginia.edu/policy/PRM-001 Please note that the UVA 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 UVA airplane.

Department Information

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

Form with fields: 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:

Form with fields: Departure Date, Departure Time, Destination, Purpose of Trip, Return Date, Return Time

Passenger Information

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:	
Company:	Cost Center:
Business Unit:	Fund:
Gift/Grant/Designated/Project:	Program:
Function:	Activity:
Other:	

Approvals

Executive Vice President:	Date:
President:	Date:

Approval for Invited Guests

President:	Date:
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