

# Northwest Missouri State University

## Policy and Procedures Manual

**Chapter** General Administrative

**Section** Airplane Billing

### I. Purpose

This policy explains how the billing is handled for use of the University airplane and provides information on estimated flight time to a number of destinations.

### II. Policy

#### **Billing for Employee Use of Airplane**

The computerized airplane scheduling system includes a field in which the employee requesting the flight must enter the account number to which the flight is charged. New FOP numbers were established in January 2009; however, the airplane scheduling program has not been modified to accept the new FOP numbers. Consequently, the old department account numbers must be entered. From the flight information provided by the University Pilot, the Finance Office prepares a direct pay voucher (DPV) charging the cost of the flight to the FOP number that corresponds to the old account number provided and forwards the DPV to the Accounting Office and a copy to the employee's department. (See miscellaneous fee schedule on the University's web site under Bursar's Office for per hour flight time cost.)

#### **Billing for Non-Employee Use of Airplane**

In some cases when outside individuals or a group are participants in a University activity involving the University airplane, they are billed for their portion of the cost of travel. These charges are billed on Bobby Bearcat invoices. For the 2006-07 fiscal year, the hourly rate is \$300.00.

#### **Frequent Flight Destinations and Corresponding Flight Times**

The most frequent University flight destinations are Jefferson City and Columbia. One-way flight times in the University aircraft to these cities are 1.1 and 1.0, respectively. A list of in-flight times and flight service telephone numbers for destinations frequented in the University airplane are included for employees' convenience. Flight service telephone numbers are sometimes used to establish ground transportation at the destination site or for other local phone contact information.

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### DESTINATION TIMES FROM MARYVILLE TO:

SERVICE <u>LOCATION</u>	ESTIMATED ONE-WAY <u>FLIGHT TIME (Hrs)</u>	FLIGHT <u>PHONE #</u>
Cape Girardeau, MO	2.0	816-335-6631
Carrollton, MO	0.7	816-542-2178
Cedar Rapids, IA	1.2	319-366-1925
Chillicothe, MO	0.5	816-646-5270
Columbia, MO	1.0	314-443-1576
Des Moines, IA	0.7	515-285-4221
Jefferson City, MO	1.1	314-636-5118
Joplin, MO	1.3	417-623-1331
Kirksville, MO	0.8	816-665-5020
Lake of the Ozark, MO	1.2	314-348-5251
Lincoln, NE	0.8	816-665-5020
Macon, MO	0.8	816-385-4998
North Platte, NE	1.8	402-475-5444
Omaha, NE: Millard	0.6	402-895-4974
Omaha, NE: Sky Harbor Air	0.6	402-422-6633
Rolla/Vichy, MO	1.4	314-299-4498
Springfield, MO	1.4	417-869-0300
St. Louis, MO: Spirit of STL	1.7	314-532-4800
St. Louis, MO: STL Downtown	1.8	618-337-6886
St. Louis, MO: STL International	1.7	314-731-7111
Waterloo, IA	1.2	319-232-1234