

174.508 Approval of requests for use of state aircraft.

- (1) All requests for use of state aircraft shall be approved in advance by the:
 - (a) Constitutional officer;
 - (b) Program cabinet secretary or his designee in writing;
 - (c) For the judicial branch, the Chief Justice of the Supreme Court or the director of the Administrative Office of the Courts; or
 - (d) For the legislative branch, the co-chairs of the Legislative Research Commission or the director of the Legislative Research Commission.
- (2) Verbal requests for state aircraft transportation may be honored. However, all requests for state aircraft shall be provided in writing to the Capital City Airport Division within five (5) working days of the date of the flight.
- (3) Approving officials shall be responsible for determining that a trip is for official business, that use of state aircraft is the most appropriate means of transportation, and that the proposed passenger complement conforms to the requirements of KRS 174.506(3). In determining the passenger complement, requesting agencies shall weigh the benefit to the agency of the inclusion of additional passengers against the increased costs that might be incurred if a larger aircraft is required to accommodate additional passengers on a trip.
- (4) All requests for use of state aircraft shall be submitted on a form prescribed by the Capital City Airport Division and shall contain at a minimum the following information:
 - (a) Cabinet or agency name;
 - (b) Department name with appropriate billing account number;
 - (c) Purpose of the trip;
 - (d) Destination, including any planned stopovers and the reason for them;
 - (e) Names of all passengers on the flight; and
 - (f) Identification of any percentage of the flight that is for personal business in cases of the Governor or Lieutenant Governor as allowed under KRS 174.506.

Effective: June 25, 2009

History: Repealed, reenacted, and amended 2009 Ky. Acts ch. 13, sec. 20, effective June 25, 2009. -- Created 1998 Ky. Acts ch. 605, sec. 5, effective July 15, 1998.

Formerly codified as KRS 36.420.