

## Non-Commercial Flight Business Purpose Form

To be completed when a University chartered or owned aircraft (non-commercial flight) is used for business purposes and includes non-employees. This information is for tax identification purposes only.

### UNIVERSITY INFORMATION

Name of individual completing form: \_\_\_\_\_ University email: \_\_\_\_\_

Flight Sponsor: \_\_\_\_\_

Business Trip Beginning Date: \_\_\_\_\_ Business Trip Ending Date: \_\_\_\_\_

Flight #: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

The value of a University chartered or owned aircraft (non-commercial flight) is deemed nontaxable if 50% or more of the available seats are filled by individuals who serve a bona fide business purpose.

- Bona Fide Business Purpose:
  - Traveler supports or advances the goals, objectives, and or mission of the University in a meaningful way by giving presentations or engaging in discussions.
  - Traveler is essential or critical part of the overall business conducted.
  - Incidental services, such as assisting in entertaining sponsors, recruits, etc., are not sufficient to qualify as a business purpose.

### BUSINESS TRAVEL PASSENGER INFORMATION

Passenger Name:	Passenger Type:	Dependent Age (if applicable):	Other (please specify):	Purpose:

Other Purpose  
(please specify):

Individual Completing Form Signature: \_\_\_\_\_

Comments: