

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Travel Policy FO-TR-02**  
**Aircraft Charter Guidelines**

**Insurance Requirements**

The carrier will furnish a certificate of insurance to the chartering institution providing for coverage of not less than \$75,000 per passenger and a "rider" naming the institution, as an additional insured shall also be furnished.

Reviewed by: Norma O'Bannon-Travel Coordinator – 11-01-07  
Next review: 11-01-08