



**Policy Number 2**  
**Issued: February 12, 2009**  
**Revised: February 24, 2022**  
**By: Wyoming Workforce Development Council**

## **1.0 Purpose**

This policy establishes the Wyoming Workforce Development Council's guidance on the use of the state plane or commercial charter air service for scheduled Council meetings.

## **2.0 Policy**

It is the policy of the Wyoming Workforce Development Council that:

- 2.1 Members and support staff may travel on the state plane when travel by automobile would require travel time of approximately three (3) hours or more by motor vehicle.
- 2.2 The state plane or commercial charter air service should only be used if the plane is seventy-five (75) percent full and scheduled greater than ten (10) calendar days prior to the date of use.
- 2.3 All user cancellations shall be made seventy-two (72) hours prior to the date of use.
- 2.4 If commercial charter air service is to be used to transport Wyoming Workforce Development Council members, a contract with the service provider must be approved by the state attorney general's office and is subject to review by the Department of Workforce Services.
- 2.5 Priority for seating on the plane shall be based on distance from the scheduled Wyoming Workforce Development Council meeting.
- 2.6 Wyoming Workforce Development Council members shall have priority over staff members for seating on the plane.

## **3.0 Compliance with Federal and State Law/Regulation/Policy**

- 3.1 This policy complies with any and all federal and state laws, regulations and policies.