



### International Air Travel Policy – Business Class Upgrade

As with all travel, there should be a legitimate business purpose in order for a trip to be reimbursed by College funds. This issue is more salient for international travel, because it is often more expensive and therefore a cost benefit analysis should be completed for each international trip.

This policy applies to individuals traveling to Asia Pacific, Africa or the Middle East on Admission, Advancement or Alumnae Association business. These travelers may be reimbursed for business class with the **advance** approval of a Senior Officer and the President. The incremental cost of an upgrade should be weighed against the cost and ability to extend a trip to accommodate a day of rest and transition. Any increased costs associated with an upgrade to business class are to be absorbed into existing departmental travel budgets.

### International Air Travel Business Class Upgrade Approval Form

Name:
Department:
Date of Travel (mm/dd/yyyy):
Return Date (mm/dd/yyyy):
Destination:
Business Purpose of Trip:

Estimated Cost of the Trip:
Rationale for Requested Upgrade:
Incremental Cost of Upgrade to Business Class:

Officer Approval: \_\_\_\_\_

President Approval: \_\_\_\_\_

This approved form should be submitted to accounts payable with reimbursement request.