**Request for approval of above economy class air travel**

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| --- | --- | --- | --- | --- |
| **Name of person travelling:** |  | | | |
| **School/College/Unit:** |  | | | |
| **Destination:** |  | | | |
| **Duration of flight:**  Must be above 8 hours |  | | | |
| **Departure date and time:** |  | | | |
| **Duration of Stay:** |  | | | |
| **Is personal travel an element of the trip?** |  | | | |
| **Purpose of Travel:** |  | | | |
| **Reason for use of Travel Class requested?**  **What other options have been considered e.g. travelling a day earlier or later?** |  | | | |
| **Cost of superior class ticket** | € | **Cost of economy class ticket** | | € |
| **Incremental cost of approval requested** | € | | | |
| **Funding source and confirmation that this is an allowable expense (where applicable[[1]](#footnote-1)):** | | |  | |
| **Signature of Person requesting approval:** | | | **Date:** | |
| **Decision of Relevant UMT member[[2]](#footnote-2):** | | | **Date:** | |
| **Decision of Bursar:** | | | **Date:** | |

1. Note premium class air travel is not permissible on internally funded research accounts. [↑](#footnote-ref-1)
2. Note if approved or not approved and include signature [↑](#footnote-ref-2)