

Airfare Class Approval Form

This form must be approved before first or business class travel can be confirmed. A scan of the approved form must be attached to the Travel Authorization and Expense Report. See Financial Management Operational Guideline [Travel Reimbursement section H.5.a](#) for directions on upgrading fare class and approvals needed. Airfare for University business must be purchased using negotiated contracts through Corporate Travel Planners, Anthony Travel or Concur.

TRAVELER'S INFORMATION		
Preparer's Name: _____	Preparer's Phone: _____	
Traveler's Name: _____	Department: _____	
Travel Begin Date: _____	Travel End Date: _____	
Travel Destination: _____		
Business Purpose of Trip: _____		
FARE CLASS REQUESTED		
Fare Class: <input type="checkbox"/> First Class <input type="checkbox"/> Business Class (<i>*does not include fare classes that are variations of Economy Class</i>)		
FUNDING SOURCE AND REASON		
FUND: _____	COST CENTER: _____	PROJECT ID: _____
Choose funding source and justification below, and attach supporting documentation.		
Gift/Other Funding	State	Federal
APPROVALS		
(No permanent delegations allowed)		
Traveler Name: _____		Title: _____
Signature: _____		Date: _____
--- Faculty must obtain the approval of both their Department Chair and Dean prior to requesting Provost approval. ---		
Traveler's Supervisor	Chair	Dean
Vice President/Provost/President: _____		Title: _____
Signature: _____		Date: _____