



POLICY UPDATE: BUSINESS CLASS TRAVEL

Effective May 31, 2023

Last Updated August 30, 2023

ASC Addendum to University Financial Policy - 2354 TRAVEL AND ENTERTAINMENT REIMBURSEMENT POLICY – AIR TRAVEL

This ASC-specific addendum to Policy 2354 is proposed to recognize the increasing travel demands on ASC faculty and staff in carrying out the School's teaching and research missions.

The School will fund coach/economy accommodation for all travel on University business as detailed in University Financial Policy 2354.1. Existing budgetary constraints remain in place.

For trips where **IN-AIR travel time exceeds 6 hours**, the traveler may book business-class accommodation (sometimes referred to as first-class accommodation for domestic flights depending on the booking agency and/or carrier) provided the traveler has adequate Center, Department, Discretionary, or Research & Travel funds available at the time of the request to fund the excess cost over coach/economy (i.e., adequate funding must be in place; no deficit spending in anticipation of future funding, etc.).

All federal policies related to sponsored research take precedence to this addendum, including but not limited to federal policy guidelines limiting federally funded travel to the lowest reasonable commercial fare; business-class accommodation may not be applied to sponsored research accounts.

It should be noted that University Policy #2354 states that business class air travel will only be reimbursed or allowed on the airline billing account if approved by the head of the School. The Dean has approved this policy and represents standing approval for all allowable ASC faculty and staff business-class accommodations at the School level.