



POLICY UPDATE: TRAVEL UPGRADES

Effective May 31, 2023

Last Updated February 8, 2024

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.

Coach/economy accommodation is acceptable for all travel on University business as detailed in University Financial Policy 2354.1. Existing budgetary constraints remain in place.

The traveler may book upgraded accommodation **for trips where IN-AIR travel time exceeds 6 hours**. Approved upgrades are one accommodation class above economy. Depending on the booking agency, carrier, or destination (domestic v. international), this may be called Economy Plus, Comfort Economy, Comfort Plus, Premium Economy, or similar. The upgrade is only allowable if the traveler has adequate Center, Department, Discretionary, or Research & Travel funds available at the time of the booking 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.). If the traveler needs to determine whether sufficient funds are available, the traveler should [contact the ASC Business Office](#) before booking.

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; upgraded accommodations may not be applied to sponsored research accounts. For questions about how this policy applies to sponsored research, please [contact ASC's Grants Manager](#).

It should be noted that University Policy #2354 states that upgraded 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 upgraded accommodations at the School level pursuant to the extent that this policy allows.