



Airfare Upgrade Exception

Business or First Class. Use of business or first-class or other higher-cost services (e.g., priority boarding or early check-in) may be authorized under the circumstances listed below. Documentation of such circumstances must be provided on the travel expense claim.

Reason for Upgrade (select one):

- Business or first-class is the only service offered between two points;

REQUIRED DOCUMENTATION:

- Screenshot from AggieTravel showing the selected flight is the only available flight.

- The use of coach class would be more expensive or time consuming, e.g., when, because of scheduling difficulties, traveling by air coach would require an unnecessary hotel expense, circuitous routing, or an unduly long layover when making connections;

REQUIRED DOCUMENTATION:

- Screenshot from AggieTravel showing the selected flight is less expensive than all available coach class flights, or
- Screenshot from AggieTravel showing all available coach flights have an unduly long layover or require circuitous routing.

- An itinerary involves overnight travel without an opportunity for normal rest before the commencement of working hours; or

REQUIRED DOCUMENTATION:

- Agenda or correspondence showing that work must commence on the arrival day of an overnight “red-eye” flight.

- The use of business or first-class travel is necessary to reasonably accommodate a disability or medical need of a traveler.

REQUIRED DOCUMENTATION:

- Medical note from a licensed medical professional stating the need for business or first class travel, signed in the last 12 months.

Traveler Signature

Date Signed

Attach completed form and accompanying documentation to AggieTravel expense report.

Form version: airex.8.2017

Questions? Contact travelhelp@ucdavis.edu

UCDH Contact hs-aggietravel@ou.ad3.ucdavis.edu