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TO: University Travelers, Department Administrators, and Support Staff  
FROM: Jeffrey J. West   
DATE: September 22, 2006  
RE: Guidelines for Airfare Costs and Class of Service; Travel Policy-3-10-V.B.2  
UPol 3-0300

*These guidelines supersede those outlined in the 8/25/05 memo, titled "Airline Upgrades"*

**First and Business Class Airfare:**

University travel policy allows for payment or reimbursement of travel costs, including airfare, based on the lowest practical scheduled rates, which ordinarily would preclude consideration of First Class and Business Class airline tickets. However, travelers may purchase or be reimbursed for such tickets if any one of the following conditions exists:

- Documented medical reasons
- Flight is transoceanic or intercontinental and the flight time exceeds eight (8) consecutive hours
- A transoceanic or intercontinental flight is less than eight (8) hours and it can be documented that a business meeting will be attended within three (3) hours of landing
- Documentation is provided which shows that First or Business Class fares do not exceed the lowest available coach fare

When one of these conditions exists, travelers are encouraged, whenever possible, to use their frequent flyer status in combination with upgradeable Coach Class fares to obtain First or Business Class tickets. If purchased flight does not meet above described conditions, travelers must pay, from personal resources, the cost difference between First or Business Class fares and the appropriate lowest available coach fare, state contracted fare, or combination of both.

**Additional Airfare Considerations:**

Upgradeable coach fares cannot be purchased for the sole purpose of upgrade for domestic flights, and will be reimbursed only at the **appropriate state contracted fare** for the destination city.

First Class or Business Class tickets may never be purchased from state funds, federal contracts and grants, or from any funds that prohibit their purchase.

Questions regarding these Guidelines should be directed to Travel Services at 1-7142 or <http://afs.admin.utah.edu/index.php/travel/>