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**Traveler Name**

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**Purpose of Travel \****please include travel dates*

1. Please select: **First Class Approval  Business Class Approval**
2. First/business class travel using university resources may be considered ***if*** one or more of the following three conditions apply. Usage of federal funds is generally not permitted for travel upgrade unless allowed as per guidelines stated in 2 CFR § 200.475
3. **Please select:**

Medical and/or disability accommodation [**on file with DSO**](https://hr.uw.edu/dso/services/) (Please retain documentation unless requested); or

Unavoidable scheduling conflicts that require a late flight (red-eye) in order to be at a meeting/conference very early the next day; or

International flight (one-way, including domestic connections and layovers) in excess of 14 hours.

1. **Funding Sources - Please ensure only sources of funds that have been approved for first/business class travel are listed; include applicable worktag(s)**

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1. **Estimated costs differential between comparable economy vs first/business class air/rail fare**

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1. **Documentation** - please 1) include the following with request, 2) submit a "General Finance Help" request using UW Connect Finance. *Please add “Travel Exception” activity worktag to approved travel expense line in Workday.*
2. First/Business Class airfare quote and
3. Comparable coach/economy airfare for the same itinerary
4. If using non federally funded sponsored project funds, please include relevant documentation confirming allowability of first/business upgrade expense

**Unit Administrator’s Review for allowability of the intended funding sources, completeness of documentation and justification (email confirmation in lieu of signature is acceptable)**

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( Please replace with Name of Administrator)Date

**Dean’s Approval**

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Nancy Allbritton Date  
Frank & Julie Jungers Dean of Engineering