



## Airfare Upgrade Exception Form

Completion of this form is required if you are requesting to travel in first-class or business-class on flight travel time less than four (4) hours.

Requirements are outlined in Policy 2.90- Emory Travel and Expense Reimbursement Policy.

<b>Name:</b>			
<b>Unit:</b>			
<b>Speedtype:</b>			
<b>Sponsored Travel?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please answer the following 2 questions:</i>		
<b>Sponsor Name:</b>			
<b>Sponsored Speedtype:</b>			
<b>Travel Info (If multiple cities, attach draft itinerary)</b>			
<b>Departure City:</b>		<b>Arrival City:</b>	
<b>One-way Flight Duration:</b>		<b>Applies to Return Trip?:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SPONSORED TRAVEL</b>		<b>NON-SPONSORED TRAVEL</b>	
<b>Exception Criteria Sought:</b>		Please indicate why the exception is sought on the following page.	
<input type="checkbox"/> Requires circuitous routing			
<input type="checkbox"/> Requires travel during unreasonable hours			
<input type="checkbox"/> Excessively prolongs travel			
<input type="checkbox"/> Results in additional costs that would offset transportation savings			
<input type="checkbox"/> Offers accommodations not reasonably adequate for the traveler's medical needs			
<input type="checkbox"/> Other (please explain)			
<b>Required Documentation for Airfare Exceptions</b>			
Exceptions for first-class, business-class, or upgraded economy airfare must meet one of these criteria documented above via this form to be allowable. The following supporting documentation substantiating the exception reason is required and must be attached, along with this form, to the Traveler's expense report:			
<ul style="list-style-type: none"><li>• An explanation and relevant documentation to support that the airfare met one of the exception criteria listed in the section above.</li><li>• For a medical reason, please attach a doctor's note explaining the necessity for exception.</li></ul>			



**Explanation/Justification**

**Lowest Economy Fare:** \$

**Requested Class:**

**Requested Fare:** \$

**To Be Completed By the Traveler**

☐ I certify that the airfare met the exception criteria.

**Traveler Name:**

**Date:**

**Traveler Signature:**

**To Be Completed By Authorized School or Unit Approver (CBO or designee).**

☐ I certify that the airfare met the exception criteria.

**Approver Name:**

**Date:**

**Approver Signature:**

