

AUTHORIZATION FOR FIRST CLASS/TRAVEL UPGRADE

Controller's Office



A First Class/Travel Upgrade refers to any class of travel beyond that of the most economical mode of transportation (i.e., economy, coach). This includes, but is not limited to, economy-plus, first class, and business class air travel and intermediate, standard, and premium vehicle arrangements. Users should be familiar with the University [Business Policies and Procedures](#) found on the Controller's Office website. Approval must be obtained prior to travel.

Please type:

Employee Name University ID#

Department Date of Departure Date of Return

Travel Destination (List all destinations if requesting first class/travel upgrade to multiple locations):

Primary Mode of Transportation: Airplane Vehicle Train

Reason to use First Class/Travel Upgrade:

Employee Signature Date Ext.

Supervisor Name Supervisor Title

Supervisor Signature Date Ext.

Sacramento and San Francisco: form must be routed through the respective Business Office.

Business Office Representative Signature Date

Approved

Denied

Approver Signature (Vice President/Provost) Date

Attach quotes for travel upgrade and economy/coach travel arrangements. Submit original form, whether approved or denied, with Procard Statement or Authorization for Payment to substantiate travel expense(s).

If denied and traveler decides to use higher class travel, the traveler is required to pay the difference between economy/coach class and the higher class. If traveler reimbursed the University, also attach a copy of the Deposit Receipt to the Procard Statement.