

Business Class Air Travel Request

*This form must be used by Boston University employees to request approval for business class air travel when employee does not have reasonable accommodation through the Equal Opportunity Office (EOO).
Please complete a separate form for each request and return to budgprov@bu.edu*

Traveler Information

Traveler Name: _____
Position/Affiliation: _____
UID: _____
School/College/Dept: _____

Trip Information

Destination: _____
Airfare Estimate: _____

Dates of Travel: From: _____ To: _____

Purpose of Travel: _____

Justification for Requesting Business Class: _____

Source of Funding

Funding Source:

☐ Internal ☐ External ☐ Other

Approval

☐ Approved

☐ Rejected

Comments: _____

Traveler's Signature

Dean/Vice President Approval:

Business Administrator Signature

Provost Approval