



Business Class Air Travel Request

This form must be used by Boston University employees to request approval for business class air travel. Please complete a separate form for each request and return to pobrien@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