**REQUEST FOR APPROVAL - BUSINESS CLASS FLIGHT**

The purpose of this letter is to request approval for business class air travel to a destination outside of North America. The details for the trip are to be completed below, and authorization must be obtained prior to the date of travel.

Name of Staff or Faculty Member:

Reason for Travel:

Destination:

Expected Date of Departure:

Expected Date of Return:

Signature of Traveler:

Date:

Signature of Department Chair:

Date:

Comments: