



## Airfare Upgrade Pre-Approval Memorandum

Please submit to [spph.finance@ubc.ca](mailto:spph.finance@ubc.ca) in advance of travel date.

### ***In keeping with UBC Policy FM8, Travel Rules: Air:***

*All air travel must be at the lowest available fare on the shortest route. Preferred seating, which offers slightly more seating space, is allowed only if UBC work is to be completed during the flight and the flight has a duration of more than 3 hours. **Any other exception to preferred seating or regular economy travel, such as Premium Economy and Business Class, must be pre-approved by the Director of the School of Population and Public Health (SPPH) with justification.** Typical justifications would include, for example, medical certificates and otherwise would only be considered for flight segments longer than six hours. The approver must ensure appropriate budget funding is available.*

### **Airfare Upgrade Request:**

Faculty / Staff Member: \_\_\_\_\_

Trip Duration: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### **Request Details & Justification – from requestor:**

Purpose of the Trip: \_\_\_\_\_

Background: \_\_\_\_\_

Specific Goals:

Do you have sufficient funds to cover this request? Please specify the funding source.

Signed by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Name & Title: Aslam Anis, Professor &  
Director

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