

Business Class Air Travel Request

This form must be used by Texas A&M Engineering faculty to request approval for business class air travel
Complete, obtain faculty and department head signatures,
then scan and email to facultyservices@tamu.edu

Faculty Name:

Title:

Dept./Div. Name:

Dept. Travel Contact:

Complete these items if request is submitted without travel request attached:

Destination:

Dates of travel:

Account used:

Purpose of travel:

Justification for requesting business class:

I certify that the account used for travel expenses related to this trip may be used to reimburse business class airfare.

Current Date

Faculty Signature

Department Business Administrator Signature

Department Head Signature

Engineering Executive Associate Dean Signature