

CSU policy on airfare upgrades, March 2014

Use of economy upgrade may be authorized under the circumstances listed below. Use of economy upgrades requires pre approval from the Business Officer (and Sponsored Programs in the case of Federally-sponsored agreements) and documentation of such circumstances must be provided on the Travel Expense Voucher.

- Only the higher class of service is available for the necessary flights(s) and it is not reasonable (e.g., the lower class requires circuitous routing, travel during unreasonable hours or excessively prolongs travel) or cost-efficient to choose an alternative flight with a lower available fare class;
- The use of the lowest available fare would result in additional costs that would offset the transportation savings (e.g., when bag check fees added to the lowest fare make it higher than an upgrade fare); or
- The use of a higher fare class is necessary to reasonably accommodate a disability or medical need of a traveler. Temporary modifications due to medical needs can be approved by the Business Officer of the College or Unit. Any documentation provided for temporary accommodation should be maintained by the Business Officer in a secure location. Medical accommodations for a disability or medical need of a traveler that are non-temporary require approval by OEO.

Please consult Sponsored Programs for additional guidance when using Federally-sponsored agreements in these circumstances.