



## Faculty of ALES procedure for requesting upgraded travel

The [U of A policy / procedure](#) (see excerpt below) provides a minimum set of standards that is applicable throughout the institution for travel using operating or research funds.

*The University of Alberta [Travel Processes and Expense Procedure](#) clearly articulates the following when airfare exceeds the “lowest available fare displayed on the U of A Travel Management website. This applies to Business/First Class, Latitude and Premium Economy fares:*

- *A medical condition necessitates an upgraded travel class. (Doctor’s note required).*
- *A business reason can be demonstrated (refer to scheduling timelines, change and cancellation requirements above).*
- *Travel is outside of Canada and the USA (excluding Hawaii).*

*In all cases, the Dean, Director, Associate Vice-President or Vice-President must review the reason for upgraded travel and approve prior to booking. This written pre-approval must be attached as supporting documentation to the travel expense claim.*

To establish consistent decision-making in ALES, the following process will be adopted in ALES with respect to requests made to the Dean for upgraded air travel:

- Upgraded travel will only be considered for destinations outside of Canada and the USA (*including* Hawaii), irrespective of the duration of time of continuous travel.
- For destinations outside of Canada and the USA, a request for upgraded travel that is based on medical grounds must be accompanied by a physician’s note obtained within 12 months of the travel date. The note must state that upgraded travel is required for medical reasons (note that the medical condition need not be specified in the documentation provided).
- On rare occasions, it is possible that seats in the lowest available fare category are not available on the dates of travel or there may be occasions where a higher-class ticket (e.g., PE, Business class) is priced lower than the lower fare class ticket. A request made to the Dean for upgraded travel because of the lack of lowest fare seats must be accompanied by:
  - Evidence from the U of A travel management website (or travel consultant) demonstrating the lack of availability of seats in the lowest fare category.
  - A brief statement explaining why travel dates cannot be adjusted to secure lower fares (e.g., conference / meeting dates and cost of extra days of accommodation will result in an increase in total costs).
- The decision of the Dean on these matters is final and non-appealable.
- All approvals from the Dean must be secured prior to travel booking through the U of A travel management website / travel consultant. In no event shall upgraded air travel be approved after completion of the travel.