

## Air Travel Guidelines

**Note:** These guidelines are in effect under the current Travel and Business Hosting Standard Practice Guide ([507.10-1 for Concur Users](#)), ([507.10-2 for Non-Concur Users](#)) issued October 15, 2009.

### **The University will reimburse for the cost of coach airfare**

Federal regulations prohibit the use of federal funds for purchase of business or first class air travel for domestic flights. First class/business class is only allowable when the University traveler is accompanying a major donor or dignitary flying first/business class. Business class is reimbursable for international flights when the portion of the flight that is nonstop exceeds 8 hours in duration. Pre-trip approval from a senior University official is required.

### **All flights should be booked at least 14 days in advance**

Flights booked with less than 14 days advanced purchase require a written explanation for the booking delay for the approver. Approvers may deny charges that result from last minute airline booking.

### **Travelers should always select the lowest price airfare within the bounds of the most logical schedule**

### **Federal regulations require that U.S. carriers be used for both foreign and domestic travel, unless one is not available**

In the event travelers require a flight change, explanation of flight changes that incur additional costs are required. Travelers must state the business reason for the need to alter the flight reservation, and the total cost of the flight should be evaluated and approved as reasonable by the approver when completing the final expense report submission.



### **Before you Travel:**

- It is highly recommended that units book travel through the University's designated travel agency, TravelFocus, to take advantage of University arranged travel discounts. Concur Users have access to these discounts when booking through the University's Travel and Expense System (<https://wolverineaccess.umich.edu>). Non-Concur Users (and those currently using Concur) can book travel via agent assisted calls (1-214-915-9473 or 1-888-252-8504).
- Visit the [Benefits Office Research & Travel web site](#) for information to know before traveling on University business.
- Visit the University's Travel [Information and Registry web site](#) for important information when planning international travel.