

# 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 Sherry Escalante at s-escalante@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