Premium Economy Class Travel Request

Economy class (or equivalent) is the standard for all staff travelling on University business. Travel in premium economy class (or equivalent) is subject to the prior written approval of the Vice-Chancellor (for direct reports) or the relevant Dean, Director or equivalent and will normally only be approved for long-haul international flights. For more information, see clause 59 of the Travel Policy.

Name:

Title/Role:

Division:

Destination:  ○ Long haul  ○ Short haul

Dates of Travel:

Purpose of Travel:

Cost of Travel:

The benefits of premium economy class travel (or equivalent) above economy class (or equivalent) outweigh the cost to the University in this case because:

Approval by the Vice-Chancellor (for direct reports) or the Dean, Director or equivalent

○ I am satisfied that the purpose, benefits and cost of premium economy class (or equivalent) travel set out above are appropriate and reasonable and that the travel is necessary in order for the above-named staff member to fulfill the role in which they are employed.

○ I approve the premium economy class travel (or equivalent) requested by the above-named staff member as set out above.

Name:

Signature:

Date:

This form must be submitted as part of any international travel proposal where the traveller seeks to travel premium economy class (or equivalent).

Once signed, a copy of this form must be scanned and emailed to procurement_admin@waikato.ac.nz with the phrase ‘Approved Travel’ in the subject line. A copy must also be provided to the staff member concerned.