

Air and Rail Travel Fare/Class Restrictions

		Economy/Coach	Coach Plus	Business Class	First Class
Domestic Travel	Federal Grants	Allowed	Allowed only with prior approval	Allowed only with prior approval	Highly Discouraged Allowed only with prior approval
	Discretionary	Allowed	Allowed	Allowed only with approval	Highly Discouraged Allowed only with approval

Foreign Travel	Federal Grants	Allowed	Allowed only with prior approval	Allowed only with prior approval	Highly Discouraged Allowed only with prior approval
	Discretionary	Allowed	Allowed	Allowed	Highly Discouraged Allowed only with approval

Exceptions

Upgrades above Coach/Economy are allowed only if: coach would require circuitous routing; coach would require travel during unreasonable hours; coach would excessively prolong travel, coach would result in increased cost that would offset transportation savings; coach is not reasonably adequate for the physical or medical needs of the traveler; coach is not reasonably available to meet mission requirements.

When approval is required, the justification must be appropriately and properly documented. Approval will hinge on meeting at least one of the exceptions described above. Send (via email) requests for approval with backup documentation to the EAS Division Administrator for consideration by the EAS Chair. Note that *prior* approval is required in some cases.

Some awards (federal and non-federal) strictly prohibit business and first class travel. This requirement supersedes Caltech's policy.