



UNIVERSITY OF
NOTRE DAME

Request for Airplane Business/First Class Exception

Employee Name/Title (Please Print)

Employee Net ID or NDID

Department

Campus Telephone No.

Travel Dates

Travel Location(s)

Type of Fare: Business Class

First Class

Reason for requesting business/first class exception:

Is there a necessary medical reason for booking business/first class tickets?

Yes

No

If yes, appropriate supporting documentation is required

Employee Signature

Date

Approval by Dean, Officer or Their Authorized Representative

Date

Approval Name (Please Print)