



**Office of the Vice-President Academic & Provost**

To: Members of Executive Council  
Daily Bulletin

From: Ian Orchard, Vice-President Academic & Provost

Re: Business Class Travel

Date: February 10, 2017

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All Business Class Travel must be approved by the VP Academic & Provost prior to any travel arrangements being made. The Vice-President Academic & Provost will not approve Business Class Travel after tickets have been purchased or after travel has taken place.

**Travel expenses paid out of UW funds:**

- Business Class travel will only be permitted for long distance inter-continental flights where the layover is very short. In such cases, request for travel by Business Class must be supported by the respective Dean/Vice-President/Associate Provost/Associate Vice-President prior to seeking approval by the Provost.

**Travel expenses paid out of externally sponsored funds:**

- Business class travel for research purposes will only be authorized if the external sponsoring agency policy allows such travel. Approval from the sponsoring agency must be sought before seeking approval by the Provost, and must also be supported by the respective Dean/Vice-President/Associate Provost/Associate Vice-President.

Please distribute this information to all areas within your portfolios.