

Important Information for Travelers

Airline Classes of Service Codes (e.g., 1st class, business, coach)

The following codes require a higher level of approval and justification:

(See [Travel Policy 1202](#), Commercial Air Travel)

A First Class discounted*
(US Air-Pay coach fare)
(United-Pay business fare)

C Business Class

Cn Night Business Coach*

D Business Class Discounted*

F First Class

J Business Class Premium

NC Business Upgrade*

NF First Class Upgrade*
Using frequent Flyer Coupons

P First Class Premium

R Supersonic Aircraft

* NOTE: An upgrade at the expense of the University is not permitted.
A free airline upgrade must be noted as such on the travel expense voucher.

The Following Codes are Valid For Travel Reimbursement

B Economy/Coach Discounted

Bn Night Economy/Coach Discounted

E Shuttle Service (No Reservations Allowed)

Fn Night Coach in First Class Compartment

H Economy/Coach Discounted

K Economy/Coach Discounted

Kn Night Economy/Coach Discounted

L Economy/Coach Discounted

M Economy/Coach Discounted

Q Economy/Coach Discounted

Qn Night Economy/Coach Discounted

S Economy/Coach

T Economy/Coach Discounted

U Shuttle Service (No Reservations Needed)

V Economy/Coach Discounted

Vn Night Economy/Coach Discounted

W Economy/Coach Premium

Y Economy/Coach

YN Night Economy/Coach