



**Flight Exemption Form:  
Business Class Dean's Approval**

**Name of Traveler:** \_\_\_\_\_

**Dates of Travel:** \_\_\_\_\_

**Travel Destination:** \_\_\_\_\_

**Reason for  
Exemption:** \_\_\_\_\_

**Traveler's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dean's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Please ensure you receive the Dean's approval prior to booking your flight. Please submit this completed form with your travel expense report.*