CARDHOLDERS & APPROVERS,

The Commonwealth allows only economy or coach seating. Recently, airlines have created a higher level of coach class that charges a premium for certain seats. Additional charges for these upgrades, such as preferred seating, will not be reimbursed and are not allowed on the SPCC.

If the only seats left on the flight are offered for an additional fee, opt out of choosing a seat and complete the purchase of the coach/economy ticket without a seat assignment. A seat will be assigned to you at the airport. Exceptions for flights other than coach/economy are found at http://adminfinance.umw.edu/ap/travel/air-and-rail-transportation/.

Please contact Laura Temple in Accounts Payable at ltemple@umw.edu or (540) 654-1224 with any travel-related questions.

Sincerely,
Allyson Moerman
Associate Vice President for Finance

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