

From: Monique SanPietro (msanpiet)
Sent: Thursday, December 03, 2015 4:46 PM
To: Monique SanPietro (msanpiet) <msanpiet@umw.edu>
Subject: Travel Reminder – Preferred Seating on Airlines
Importance: High

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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