

# *Division of Business Travel policy: Class of Travel*

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## *Academic Staff based in Schools*

### **A. Overseas travel**

1. Staff will normally be expected to travel economy class.
2. Staff may travel premium economy on the basis of logistical or health reasons.  
Approval must be sought from the Head of School.  
The staff member requesting this class of travel should submit a formal request to the Head of School, accompanied by supporting evidence, where appropriate.  
The Head of School will notify the staff member of the outcome of their request.
3. Staff may travel business class on the basis of logistical or health reasons, only in exceptional circumstances.  
Approval must be sought from the Head of School, and from the PVC.  
The staff member requesting this class of travel should submit a formal request to the Head of School, accompanied by supporting evidence, where appropriate.  
The Head of School will forward the staff member's formal request to the PVC, accompanied by any supporting evidence, with their recommendation to approve/reject the request.  
Final authority for approval of business class travel lies with the PVC.  
The PVC will communicate the outcome of the formal request to the staff member, cc: to the Head of School.

### **B. Domestic travel**

4. All staff will be required to travel economy class.

### **C. Exceptions**

5. Arrangements made in writing by external parties to pay for the travel costs of academic staff are excluded from this policy. Any such arrangements should be approved by the Head of School under the standard reporting requirements; staff are also expected to complete an Overseas Business Form for this travel.

## *Premium Economy Availability*

- Premium Economy is available on all Qantas A380 aircraft and selected B747-400 aircraft.
- Premium Economy is available on selected flights from Sydney to Buenos Aires, Los Angeles, London, San Francisco, Singapore, Bangkok, Johannesburg, Hong Kong and New York and from Melbourne to Los Angeles, London, Singapore and Hong Kong (current @ 22/2/10).

## *Premium Economy Benefits*

- Priority Check-in (available where airport facilities allow).
- Additional hand baggage allowance.
- Ergonomically designed seats with: 23cm recline, multi-way adjustable head support, fold-out footrest, extra elbow room, in-arm meal table, telephone access, power outlet for laptops, personal entertainment monitor & on demand programs.
- Dedicated flight attendant.
- Premium meal service.
- Jacket collection and newspapers.
- Amenities include: comfort kit with noise cancelling headphones, blanket and pillow.
- Priority departure from aircraft.

## *Further information*

<http://www.qantas.com.au/travel/airlines/international-premium-economy-class/global/en>