



Memo

To: Louis Curcio – Senior Director Global Tax Compliance

From: Alexander Jones – Interim Director/Dean ISAW

Cc: – Accounts Payable Director

Date: Fiscal Year FY__ (9/1/__-8/31/__)

Re: Exemption from pre-approval for business class flights

The Institute for the Study of the Ancient World is a center for advanced scholarly research and graduate education, which aims to encourage particularly the study of the economic, religious, political and cultural connections between ancient civilizations. Our faculty, scholars and senior staff are all travelers whose job descriptions include more than fifty-percent business related travel commitments that are global in nature. They make regular transoceanic trips to various parts of the world to conduct research and to add to the global academic community.

We have internal policies in place to guide our staff’s travel. ISAW faculty are permitted to travel business class for travel exceeding six hours or more and/or flights that are transoceanic, provided that they have funds in their research account or budget. Because of the particularly intensive travel schedule and the frequent need to travel with a university trustee, the Exhibitions Director normally travels business class on transoceanic flights.

This document will serve as approval for ISAW employees, students and affiliates who travel within the ISAW organizations 78000, 78005 & 78010.

A handwritten signature in black ink, appearing to read 'Alexander Jones', is written over a horizontal line.

Alexander Jones
Interim Director