

INSTITUTE FOR THE STUDY OF THE ANCIENT WORLD

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**Memo**

To: Benjamin Rosenbaum – Accounts Payable Director

From: Alexander Jones – Director/Dean ISAW

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Re: Approval for Business Class Flights

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Business Purpose (Reason for flying Business Class):

Flight Itinerary:

ISAW faculty, senior staff, and scholars 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 with the Director's approval.

Alexander Jones

ISAW Director