

DELTA AIRFARE CLASS GUIDELINES

Flying Time	Class of Service		Explanation	Allowable on Federal Funds*
Less than 8 hours	COACH	Basic Economy	Travelers should avoid booking Delta's Basic Economy fares. These fares do not allow for refunds or changes, and seat assignments are only made after check-in, potentially at the gate. Basic Economy travelers will also board in the last zone and will not earn miles for the flight.	YES
		Standard Main Cabin (Economy and Refundable)	Travelers should typically book Standard Main Cabin fares on Delta flights. These fares include those listed under the "Economy" and "Refundable" columns in CTP.	YES
		Main Cabin Preferred Seating	Delta Main Cabin Preferred Seating is part of the university's contract with Delta. If you book through CTP, you'll receive Preferred seating at no additional cost (subject to availability). However, if you book outside of CTP, U-M will not cover this expense.	NO
	UPGRADED COACH	Comfort+	Delta Comfort+ is an upgraded Main Cabin option and requires pre-approval from a chancellor, dean, director, vice chancellor, vice president, or senior university officer. **If no Standard Main Cabin seats are available, Comfort+ is allowable without the pre-approval listed above, as long as there is documentation that no Standard Main Cabin seats were available on your desired flight. This can be provided in the form of a screenshot taken at the time of booking.**	NO
8 hours or more (excluding layovers)	BUSINESS	Premium Select	The Premium Select and Delta One cabins are classified as business class and are permitted for flights with a total flying time of at least eight hours, not including layovers.	NO
		Delta One		NO
N/A	FIRST	First Class	First class is only allowable when accompanying a major donor or dignitary, with unit pre-approval.	NO

For flights with a total flying time of eight hours or more (excluding layovers), travelers may book business class or a lower cabin option.

When considering business class cabins such as Premium Select or Delta One, always check with your unit to confirm any specific policies and ensure that the choice is the most fiscally responsible.

*Travelers using federal funds must follow strict guidelines, including restrictions on booking business or first-class flights. Always verify your fare class and approval requirements, particularly when federal funds are involved. Additional Fly America Act guidelines may also apply.

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