



Whole-of-Australian-Government Travel Arrangements Advice 2014/10 – Virgin Australia UpgradeMe Premium Bid

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Dear Agency Travel Manager

You may have recently received a 'Business News' email from Virgin Australia on their new product offering 'UpgradeMe Premium Bid'.

'UpgradeMe Premium Bid' allows travellers to submit an offer for an upgrade to Premium Economy or Business class up to 72 hours prior to the flights scheduled departure time. The functionality of the system requires a form of payment at the time of the 'bid'.

We recommend that before considering use of this product, you review your Agency CEI's to determine if your agency travellers are able to use this service.

Finance does not recommend the use of personal money to upgrade fares purchased by agencies for official travel. The use of 'UpgradeMe Premium Bid' should be limited to leisure travel.

Please contact TCMS at tcms@finance.gov.au if you require any further information on this advice.