

TO: **Ground Service Providers & Station Managers**  
FROM: Ground Operations Department  
ISSUE DATE: 02.10.2023  
REG: 15/ONPS/2023  
REVISION: 1.0  
SUBJECT: DUTY TRIP UPG  
EFFECTIVE DATE: 03.10.2023

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Dear Ground Service Providers and Station Managers,

Please be advised that in the case of a duty trip of a LOT employee, the comment in the PNR:

**'27 OSI LO ID00S1 LO DUTY TRIP UPG C/SA P/SA APPROVED'**

means consent to upgrade to a higher class if there are available seats.

Best regards,  
Ground Operations Bureau

Rev. No.	Effectivity	Reason
1.0	02.10.2023	New document

Approval notice:

	Name	Function	Date
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