

"FLY AMERICA ACT" EXCEPTIONS FORM

INSTRUCTIONS

When a traveler uses a non-U.S.-flag carrier on travel to be charged to federally sponsored awards, this form, along with any relevant supporting documentation, must be completed and submitted for reimbursement.

REQUIRED INFORMATION

Traveler's Name _____ FOAP _____

Travel Origin _____ Travel Destination _____

Foreign Carrier _____ Dates of Travel _____

EXCEPTIONS

All air travel on federal awards must comply with the Fly America Act. In some instances, your airline may use a non U.S. flag air carrier if it meets one or more of the exception criteria listed in the Federal Travel Regulation guidelines FTR sections 301-10.135-138. **Please check all applicable boxes below where exception criteria are met.** Please note that lower cost and personal convenience are not acceptable criteria for justifying the non-availability of a U.S. flag air carrier.

I. Travel To and From the United States:

- a. If a U.S.-flag air carrier offers nonstop or direct service (no aircraft change) from origin to your destination, you must use the U.S. air carrier service unless such use would:
 - o Extend travel time, including delays at origin, by 24 hours or more.

- b. If a U.S.-flag air carrier does not offer nonstop or direct service from your origin to your destination, you must use U.S.-flag air carrier service on every portion of the route that it provides service, unless such use would:
 - o Increase the number aircraft changes you must make outside of the U.S. by 2 or more; or
 - o Extend your travel time by at least 6 hours or more; or
 - o Require a connection time of 4 hours or more at an overseas interchange point.

II. Travel Between Two Points Outside the United States:

- a. You must always use a U.S. flag carrier for such travel, if available, unless when compared to using a foreign air carrier, such use would:
 - o Increase the number aircraft changes you must make en-route by 2 or more; or
 - o Extend your travel time by at least 6 hours or more; or
 - o Require a connection time of 4 hours or more at an overseas interchange point.

III. There was no U.S. flag air carrier service available for this itinerary at the time of booking:

- o Yes
- o No

Certification: I hereby certify that no U.S. flag carriers met the Fly America Act criteria at the time of my trip and that traveling on the foreign air carrier was a matter of necessity. The air travel expense is in compliance with the Federal Travel Regulations and the Office of Research and Sponsored Program policies.

Traveler's Signature

Date

PI Approval (if not traveler)

Date