

Fly America Act Exception Form

Traveler's Name(s) _____

Sponsor Fund # _____ Project Title _____

Travel Dates _____ to _____ Foreign Air Carrier _____

Travel Origin _____ Travel Destination _____

Instructions

When scheduling international travel that is federally funded (direct or federal flow-through) and a non-U.S. flag carrier is used, this form along with supporting documentation must be completed and approved by the department.

Fly America Act Exceptions

Lower cost and personal convenience are not acceptable criteria for justifying the use of a non-U.S. flag air carrier. All air travel on federal awards must comply with the Fly America Act. In some instances, an airline may use a non-U.S. flag air carrier if it meets one of more of the exception criteria listed in the [Federal Travel Regulation guidelines](#) (FTR sections 301.10.135-138). Please select all appropriate reasons for your exceptions.

- Use of foreign air carrier is a matter of necessity because U.S. flag carrier cannot provide the air transportation needed.
- No U.S. flag air carrier provides service on a particular leg of your route. (*Travelers can only use foreign air carrier to or from the shortest route available to connect with a U.S. carrier.*)
- A U.S. flag air carrier involuntarily reroutes traveler on a foreign air carrier.
- Excess travel time/or flight changes:
 - Use of a U.S. carrier increases the number of aircraft changes outside the U.S. by two or more.
 - Use of a U.S. carrier extends travel time by six hours or more.
 - Use of a U.S. carrier requires a connection time of four hours or more at an overseas interchange point.
 - Use of a U.S. carrier for all non-stop travel between U.S. and another country extends travel time by 24 hours or more.
- Travel meets GSA's Open Skies Agreements (Does not apply to Department of Defense Funds):
 - 1) Travel is between a point in the U.S. and a member country in the European Union, Norway or Iceland; or between two points outside the U. S.; and
 - 2) The airline carrier is from a member country in the European Union Open Skies Agreement with the U. S.
 - 1) Travel is between a point in the U.S. and Switzerland; between the U.S. and Australia; or between the U.S. and Japan; or between two points outside the U.S.; and
 - 2) The airline carrier is from the respective country that has an Open Skies Agreement with the U. S.; and
 - 3) A City-Pair contract does not exist for the origin city to destination city in the online City-Pair Program.

Please note: You must use a U.S. flag air carrier on every portion of the route where it provides service unless you qualify for a waiver. THE SIGNED COMPLETED FORM SHOULD BE RETAINED IN THE AWARDS MANAGEMENT SYSTEM.

I certify that to the best of my knowledge, the above is a complete and accurate statement.

Traveler's Signature _____ Date _____

Principal Investigator's signature (if not the traveler) _____ Date _____