



**\*\*Clarification – This applies to all employees from AgriLife Research, AgriLife Extension and TVMDL\*\***

May 3, 2016

SUBJECT: Fly America Act Compliance on Federal Funds

**Fly America Act Compliance on Federal Funds**

New Policy for Foreign Airfare on Federal Funds  
**Effective for Airfare Booked 5/9/2016 or later**

The Fly America Act (41 CFR 301-10.131 through 301-10.143) requires all air travel paid with federal funds be on a US flag carrier or US flag carrier service.

To ease the burden on the traveler or their booking designee, Texas A&M AgriLife, through Texas A&M University, has contracted with Short's Travel Management to ensure compliance with the Fly America Act when airfare is booked through Short's. Short's will book within compliance or an acceptable exception will be noted that carries to the expense report in Concur.

While booking through Short's, either via the Concur online booking tool or calling them directly, is recommended, a traveler may choose to accept this responsibility and book through other means. By doing so, the traveler assumes 100% responsibility that the airfare is in compliance or a valid exception is documented. Documentation must be attached to the Concur expense report. Documentation of compliance is the appearance of the US flag air carrier's designator code and flight number on tickets or associated documentation (e-Ticket itinerary) for all legs of a trip. Should the travel be booked "outside" of Short's Travel Management, the exception form can be found at <http://agrilifeas.tamu.edu/forms/travel/>.

**For questions, please contact:** Gwen Cortez, Senior Financial Accountant at 979-845-4748 or [gacortez@ag.tamu.edu](mailto:gacortez@ag.tamu.edu), Jay Avila at (979) 845-6147 or [jay.avila@ag.tamu.edu](mailto:jay.avila@ag.tamu.edu) or Jenny Green at (979) 458-1754 or [jkgreen@ag.tamu.edu](mailto:jkgreen@ag.tamu.edu)

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