Making Flight Reservations in Compliance with the

Fly America Act

Using Concur's Booking Tool

1. On the Concur Homepage, select "Federal" in the Funding Source dropdown
2. Set up your air search as usual, providing the origin, destination, and travel dates.
3. Click Search

4. On the search results page the itineraries will be shown and indicated whether they comply with Fly America or not.
   a. Flight itineraries in compliance with the Fly America Act will be marked with a checkmark, , and a green "select" button, .
      i. Note-If you are searching by schedule instead of by price, the indicators will not be visible until you select your outbound and return flights and tell to "Price these Options" with the airline

b. Flight itineraries not in compliance with the Fly America act will not be marked with the checkmark, ⛊, and will have a yellow select button, [Select ⚠].

    i. Note-If you are searching by schedule instead of by price, the indicators will not be visible until you select your outbound and return flights and tell to "Price these Options" with the airline

5. If the flight itinerary chosen does not comply with the Fly America Act, a valid exception must be provided. Select the appropriate exception from the dropdown menu.

6. Continue booking as usual. Be sure to progress through all screens until you are told the booking is finished.

Itinerary MUST be Included on the Expense Report

1. In order to maintain documentation of compliance, or exception, to the Fly America Act the itinerary data must be included on the expense report.
2. Itinerary data will appear in the "Available Expenses" section in Concur. To view your available expenses, simply click on the tile labeled "Available Expenses" on the Concur Homepage

3. When using the University/Agency Travel card, Concur will match the imported credit card transaction with the itinerary data automatically. However, if it does not match automatically you should match manually by selecting the checkbox next to each expense and clicking on the "Match" button.

4. Once the card charge and itinerary are matched you can click and drag the paired item onto your expense report in the section above, or click the "Move" button and select which report to add to.
   a. If a personal card was used to pay for the trip, the itinerary data will still populate into the available expense and must be imported onto the expense report.

AVAILABLE EXPENSES

Click Move

Move ▾ Match Unmatch Delete

To New Report
3/30 Fort Worth, Demo Law School
Expenselt Demo
2/25 Fort Worth Demo
Shanghai Research Trip
Summer Research Trip

Select the Expense

☑ Expense Detail   Expense Type   Source   Date ▲

☑ United Airlines   Airfare   04/05...   66

AVAILABLE RECEIPTS

Select the Report to
Move the Expense to

5. The itinerary is now added to the expense report and can be viewed to provide exception reasons for not complying with the act. To view the exception selected, hover over the itinerary button, ⊕, and click on the record locator number.

6. On the next screen, any rule violations will be listed on the left side along with the exception selected during the booking process

Reserving Directly Through Short's Travel

If you would prefer to have Short's travel handle the booking for you, they can be reached at 877-225-0239. Inform them that you are traveling on federal funds. If needed, during the booking process they will note what exception applies when not booking Fly America Act compliant airfare.

Making Reservations Independently (Not Using Concur or Short's)

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/