

"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 _____ Account Number _____

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:
 - 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:
 - Increase the number aircraft changes you must make outside of the U.S. by 2 or more; or
 - Extend your travel time by at least 6 hours or more; or
 - 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:
 - Increase the number aircraft changes you must make en-route by 2 or more; or
 - Extend your travel time by at least 6 hours or more; or
 - 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:

- Yes
- 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 Sponsored Research Services policies.

Traveler's Signature

Date

PI Approval (if not traveler)

Date