

Section 1: Instructions

To ensure compliance with the Federal Travel Regulation (FTR) guidelines on the use of non-U.S. flag carriers, this form, along with any relevant supporting documentation/explanation, must be completed and submitted with the Travel Expense Report or University Visa Procurement Card reconciliation when "Fly America Act" exception airfare is intended to be charged to a federally-sponsored project.

Only those reasons detailed below are considered proper justification for the use of a non-U.S. flag carrier. Failure to comply with the FTR guidelines may result in the disallowance of all or part of the airfare cost. When dealing with codeshare arrangements, keep in mind that the determining factor for identifying the use of a U.S. flag carrier is the airline's designator code which precedes the flight number (ex. UA1234). Travelers are also encouraged to complete this form and send it, along with the proposed flight itinerary, to the ORA Grant Accountant for review and approval prior to purchasing the airline ticket to alleviate any concerns about the allowability of the flights taken.

Section 2: Identifying Information

PI Name: _____ PI Phone: _____ PI Email: _____

Name of Traveler (if not PI): _____ Project ID: _____

Foreign Carrier: _____ Flight #: _____

Leaving From: _____ Travel to: _____ Dates: _____ - _____

Section 3: Exception Criteria and Designation

United States law, 49 U.S.C. 40118, or "The Fly America Act," requires travelers whose air travel is being financed by the U.S. Government to use U.S. flag air carrier service for all international air travel. In cases where a U.S. flag air carrier does not provide acceptable service for a particular leg of a trip, foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service. In these circumstances, the [FTR sections 301-10.135 - 138](#) specify the exception criteria used to determine the non-availability of a U.S. flag air carrier.

- a. **If a U.S. flag air carrier offers nonstop or direct service (no plane change) from your origin to your destination, you must use the U.S. flag air carrier service unless such use would:**

Be three hours or less on a foreign air carrier, and use of the U.S. flag air carrier would at least double your en route travel time; or

Extend travel time, including delay at origin, by 24 hours or more.

- b. **If a U.S. flag air carrier does not offer nonstop or direct service (no plane change) 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:**

Be three hours or less on a foreign air carrier, and use of the U.S. flag air carrier would at least double your en route travel time; or

Increase the number of 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 connecting time of 4 hours or more at an overseas interchange point.

There may be other circumstances beyond a traveler's control which might require the use of a foreign air carrier. These instances will be reviewed on a case by case basis. Please submit the proper support to the Office of Research Administration for review.

Section 3: ORA Pre-Approval (Optional)

Grant Accountant Name: _____ Date: _____

Grant Accountant Signature: _____

Cost of travel and/or personal convenience of the traveler do not constitute exceptions under the Fly America Act.