Fly America Act
Exception Form

Traveler's name(s): _____ **Sponsor:** _____ **Award Number:**_____		**Travel from:** _____ **Travel to:** _____ **Travel Dates:** _____

The Fly America Act, (the Act) requires travelers whose air travel is financed by the US government to use US flag air carrier service when available for all international air travel unless certain exceptions apply. (Please note that cost and or personal convenience are not allowable exceptions.)

Use of this exception form and provision of related documentation (i.e. search results sorted by trip duration) is intended to streamline the reimbursement of international air fare charged to a federally sponsored program. OSP recommends that the completed form (or equivalent information) and copies of relevant documentation and explanations be submitted to our office prior to booking flights. In addition to facilitating reimbursement upon return to the States, this practice will help support the University's compliance with the Act.

Reasons for Exception(s):

☐ The transportation was provided under an "Open Skies Agreement" with:

☐ European Union (plus Norway & Iceland); ☐ Switzerland; ☐ Australia; ☐ Japan

(Note – not applicable to Department of Defense-supported travel);

☐ No U.S. flag air carrier provides service on a particular leg of the route, specific Legs _____;

☐ Use of a foreign air carrier was determined to be a matter of necessity in accordance with 41 CFR § 301-10.135;

☐ A U.S. flag air carrier involuntarily reroutes my travel on a foreign air carrier (*Itinerary change*).

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

☐ Such use would have extended my travel time, including delay at origin, by 24 hours or more.

☐ Such service would be three hours or less on a foreign air carrier, and use of the U.S. flag air carrier would at least double my en route travel time.

If a U.S. flag air carrier does not offer nonstop or direct service (no aircraft change) between you origin and your final destination, a U.S. flag air carrier must be used on every portion of the route where it provides service unless:

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

☐ It would increase the number of aircraft changes I must make outside of the U.S. by 2 or more; or

☐ It would extend my travel time by at least 6 hours or more; or

☐ It would require a connecting time of 4 hours or more at an overseas interchange point.

I certify that the above factors justify exception to the Fly America Act as evidenced by attached documentation from Travelocity, Orbitz etc, or a travel agent. I understand that Matters of Necessity will be reviewed on a case-by-case basis.

_____, _____

Signature, date

OSP Review & Approval

Transmit to OSA: _____