



## FLY AMERICA ACT EXCEPTION FORM

Travelers are required by the "Fly America Act," to use United States flag air carrier service for all air travel and cargo transportation services funded by the United States Government unless it meets one or more of the exception criteria listed in the Federal Travel Regulation guidelines, 41 CFR 301-10.131 through 301-10.143

**This form is a statement executed by the traveler justifying the use of a foreign flag air carrier for travel charged to a federally sponsored project.**

**Instructions:** Complete this form and include it with back-up documentation submitted with your Expense Report.

**Important:** Lower cost and personal convenience are **not** acceptable criteria for justifying the use of a non-U.S. air carrier.

**All University staff traveling internationally on University-sponsored or supported travel are required to register well in advance of departure. Faculty are strongly encouraged to register with Global Engagement. <http://www.rochester.edu/global/travel/faculty-and-staff-travel/>**

### I. Travel to and from the United States (check all boxes that apply):

- a. If a U.S. flag carrier offers nonstop or direct service (no aircraft change) from your origin to your destination, you must use a U.S. flag 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 (no aircraft change) from your point of origin to your destination, you must use a U.S. flag air carrier service on every portion of the route that it provides service, unless such use would:

☐ Increase the number of aircraft changes outside of the U.S. by 2 or more; or

☐ Extend travel time by 6 hours or more; or

☐ Require a connecting time of 4 hours or more at an overseas interchange point

### II. Travel between two points outside the United States (check all boxes that apply):

You must always use a U.S. flag air carrier for such travel, if available, unless when compared to using a foreign air carrier, such use would:

☐ Increase the number of aircraft changes you must make enroute by 2 or more; or

☐ Extend travel time by 6 hours or more; or

☐ Require a connecting time of 4 hours or more at an overseas interchange point.

### III. A U.S. flag air carrier service was not available for this itinerary at the time of booking:

☐ Yes ☐ No

### IV. Travel meets Fly America Exception Criteria (check all boxes that apply):

☐ Use of a foreign air carrier is necessary for medical reasons (additional supporting documentation required)

☐ Use of foreign air carrier is required to avoid unreasonable risk to traveler's safety

☐ **For short distance travel**, U.S. flag air carrier service is considered unavailable when the elapsed travel time on a scheduled flight from origin to destination by a foreign air carrier is 3 hours or less **and** the use of a U.S. flag air carrier doubles time en route.

### V. Travel meets Open Skies Exception:

☐ Travel is: (1) flight touches down in a European Union (EU) country, Norway or Iceland **and** not supported by a Department of Defense funded award, or (2) air travel between either Australia, Switzerland, or Japan; **and**, documentation exists and attached supporting that there is not a city pair contract fare available; **and** the traveler is using an air flag carrier of either Australia, Switzerland, or Japan; **and** travel is not supported by a Department of Defense (DOD) funded award

### Travel Information and Account to be charged

Foreign Carrier: \_\_\_\_\_

Flight Origin: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure date: \_\_\_\_\_

Return date: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Account to be charged (FAO): \_\_\_\_\_

### Certification of Traveler

I certify that no US flag air carrier met the Fly America Act or Open Skies Agreement criteria at the time of booking this business trip and that traveling on a foreign air carrier was a matter of necessity as documented above. I have attached documentation that supports this exception.

Name of Traveler (PRINT NAME) \_\_\_\_\_

PI Approval (if not Traveler) (PRINT NAME) \_\_\_\_\_

Signature of Traveler \_\_\_\_\_

Signature of PI \_\_\_\_\_