

Instructions: When a traveler uses a non-U.S. flag carrier on travel to be charged to federally sponsored awards, this form, along with all relevant pages from Egencia that documents the exception, is to be completed and submitted with the request for reimbursement.

Travelers are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use United States 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, FTR sections 301-10.135-138.

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

Fly America Exception Checklist (Supporting Documentation Required)

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 carrier service unless such use would:
 - Extend travel time, including delays at origin, by 24 hours or more.
- b. If a U.S. flag carrier does not offer nonstop or direct service (no aircraft change) from your 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 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 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 (see 41 CFR 301-10.138(b)(2) for required supporting evidence).
- For short distance travel,** U.S. flag 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 enroute*.

V. Air travel meeting an Open Skies Exception:

- Air travel between the U.S. and the European Union (EU) and not supported by a Department of Defense (DOD) funded award.
- Air travel between the U.S. and either Australia, Switzerland, or Japan, and:
 - a. no city pair contract fare exits/available (must attach supporting documentation);
 - b. the traveler is using an air flag carrier of either Australia, Switzerland, or Japan; and
 - c. travel is not supported by a DOD funded award.
- Air travel is between two points outside the U.S., no city pair contract fare is available, and travel is not supported by a DOD funded award.

| Travel Information and Departmental Certification | | | |
|---|--|-------------------------|---------------------|
| Foreign Carrier: | | Flight Origin: | Destination: |
| Yale Award No.: | | Dates of Travel: | |

I certify that I have verified that no US flag air carrier met the Fly America Act criteria at the time of booking this trip and that traveling on the foreign air carrier was a matter of necessity. I have attached copies of relevant pages obtained from Egencia that support this exception, and further certify the air travel expense is in compliance with the Federal Travel Regulations and University policies.

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| Name of Traveler (print name): | |
| Approved by Department Business Office (signature): | |
| Date: | |