



Instructions: When a traveler conducting Yale business plans to use a non-U.S. flag air carrier service and potentially charge a federally sponsored award, this form must be completed. Attach to the completed form the travel service's (e.g., Egencia, Orbitz, Travelocity, etc.) flight selection unfiltered pages generated at the time of booking the flight. The travel service's unfiltered flight selection pages are the traveler's supporting documentation for an exception to the federal regulations. This form and supporting documentation must be attached to the request for reimbursement. Refer to Policy 3301 and Procedure 3301 PR.01 for additional information regarding documentation requirements.

Travelers are required by 49 U.S.C. 40118, commonly referred to as 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, 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. (foreign) flag air carrier service.

Fly America Exception Checklist (Supporting Documentation Required)

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

- a. A U.S. flag air carrier service was not available for this itinerary at the time of booking the flight.
b. A U.S. flag air carrier service offers nonstop or direct service (no aircraft change) from my point of origin to my destination. I am using a non-U.S. flag air carrier service because use of a U.S. flag air carrier service would extend my travel time, including delays at my point of origin, by 24 hours or more.
c. A U.S. flag air carrier service does not offer nonstop or direct service (no aircraft change) from my point of origin to my destination. I am using a U.S. flag air carrier service on every portion of the route that it provides service, except where 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):

- a. A U.S. flag air carrier service was not available for this itinerary at the time of booking the flight.
b. A U.S. flag air carrier service offers service between my point of origin and my destination. I am using a non-U.S. flag air carrier service because, when compared to using a U.S. flag air carrier service, use of the U.S. flag air carrier service would:
- Increase the number of aircraft changes en route 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. Travel meets one or more of the following Fly America Exception Criteria (check all boxes that apply):

- a. Use of a non-U.S. flag air carrier service is required to avoid unreasonable risk to traveler's safety (see 41 CFR 301-10.138(b)(2) for required supporting evidence).
b. For short distance travel, a U.S. flag air carrier service is considered unavailable when the elapsed travel time on a scheduled flight from origin to destination by a non-U.S. flag air carrier service is 3 hours or less and the use of a U.S. flag air carrier service doubles time en route. Attach unfiltered flight information generated at the time of booking that indicates flight duration by the foreign carrier and the flight search information supporting that use of a U.S. flag air carrier would double the travel time of the foreign carrier.

IV. Travel meets an Open Skies Agreement Exception either for the European Union Member States (EU), including Norway, Iceland, or Switzerland, Australia, or Japan (this exception does not apply if charging a DOD award):

- a. Air travel is on a European Union (EU) Member State, Norway, or Iceland carrier to/from the U.S. and the point of origin, destination, and/or layover is in one of the EU Member States, Norway, or Iceland. Unfiltered flight selection page(s) generated at the time of booking is required.
b. Air travel is on a carrier from Switzerland, Australia, or Japan to/from the U.S. Point of origin/destination was Switzerland, Australia, or Japan and there was no city pair contract fare in effect. Evidence of a city pair contract fare check at the time of booking must be attached. Unfiltered flight selection page(s) generated at the time of booking is required.
c. Air travel is on a European Union Member State (EU), Norway, or Iceland carrier between two points outside the U.S. and the flight originates, ends, or has a layover in one of the EU Member States, Norway, or Iceland and the travel is not supported by a DOD award. Unfiltered flight selection page(s) generated at the time of booking that shows all legs of the travel must be attached.
d. Air travel is on an Australian, Japanese, or Swiss carrier and the air travel is between two points outside the U.S., and the travel is not supported by a DOD award. A city pair contract fare check is NOT required.

Travel Information and Departmental Certification

Foreign Carrier: Flight Origin: Destination: Yale Award No.: Dates of Travel:

I certify that I have verified that no U.S. flag air carrier service met the Fly America Act criteria at the time of booking this trip and that traveling on the foreign air carrier service was a matter of necessity. I have attached copies of relevant pages obtained from a travel service that support this exception and itinerary that includes flight numbers for each leg of the trip. Further, I certify the air travel expense complies with sponsor requirements, federal travel regulations, and University policies.

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