

# Fly America Act and Open Skies Agreements:

Charging International Air Travel to Federal Awards

# Agenda

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- Travel Reminders
- Fly America Act
- Fly America Act Exceptions
- Open Skies Agreements
- Complying with the Fly America Act and Open Skies Agreements
- GSA City Pair Search Tool
- Orbitz For Business
- Case Studies and Discussion
- Question and Answers

# Travel Reminders

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- University policy requires travelers to use the lowest available economy class airfare, consistent with business requirements.
- The charging of business or first-class air travel is **not** permitted to a federally funded award except.....
  - when coach or economy class is not reasonably adequate for the traveler's medical needs (such cases must be documented with a medical justification supplied by a primary care provider prior to confirming the reservation).
- The cost of the use of Wi-Fi during an airline flight, pillows and blankets and preferred seating in coach cannot be charged to federally funded awards. These costs must be supported with GA funds as noted in section 3301.1 of Policy 3301.

<http://policy.yale.edu/policy/3301-travel-university-business>

# Fly America Act

# Fly America Act

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- 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.

Fly America Act – requires the use of a U.S. flag air carrier even if:

- A foreign air carrier service is less expensive, **or**
- A foreign air service is preferred by the traveler, **or**
- A foreign air service is more convenient.

# Fly America Act Exceptions

## The Fly America Act...

- Requires the use of a U.S. flag air carrier for all travel supported by federal funds **unless**:
  - A U.S. flag carrier is not available
  - The use of a nonstop or direct U.S. flag air carrier service from origin to destination would extend travel time (including delay at origin) by 24 hours or more
  - A U.S. flag air carrier does **not** offer nonstop or direct service between origin and destination.

The Fly America Act...

- Requires that a U.S. flag air carrier must be used on **every** portion of the route where it provides service **unless**, when compared to using a foreign air carrier, such use would:

- Increase the number of aircraft changes outside the United States by **two or more**
- Extend travel time by at least **six hours or more**
- Require a connecting time of **four hours or more** at an overseas interchange point.



## Fly America Act – Exceptions (cont.)

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### The Fly America Act...

- Considers a U.S. flag air carrier service as 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 the time en-route.
- 
- **Code-sharing agreements** with foreign air carriers, whereby American flag air carriers purchase or have the right to sell a block of tickets on a foreign carrier, comply with the Fly America Act. The ticket, or documentation for an electronic ticket, must identify the U.S. carrier's designator code and flight number.

# Open Skies Agreements

# Open Skies Agreements

## Exceptions to the Fly America Act

- **Open Skies Agreements**

- May allow the use of non-U.S. flag air carriers
- Four (4) Agreements to-date.

✓ Australia\*

✓ European Union

✓ Japan\*

✓ Switzerland\*

**\* City Pair Restrictions Apply**

- **U.S. General Services Administration (GSA) City-Pair Program**

- City-Pair contract fare
  - ✓ GSA negotiated discount fares available to U.S. Government employees
  - ✓ Requires the use of a U.S. flag air carrier when a city-pair contract fare is available even if the traveler is not eligible for the City-Pair fare.
- <http://cpsearch.fas.gsa.gov/>

**Note:** Open Skies Agreements do not apply to travel supported with the Department of Defense (DOD) funds.

# Open Skies Agreements

## Open Skies Member States

### European Union (EU) Carriers

Not All-Inclusive

- Austria – Austrian Airlines
- Belgium – Brussels Airlines
- Bulgaria – Bulgarian Airlines
- Cyprus – Cyprus Airlines
- Czech Republic – Czech Airlines
- Denmark – Scandinavian Airlines System
- Estonia – Estonian Air
- Finland - Finnair
- France – Air France
- Germany – Air Berlin, Lufthansa
- Greece – Olympic Air
- Hungary – Malev Hungarian Airlines
- Iceland\* - Icelandair
- Ireland – Air Lingus
- Italy – Alitalia
- Latvia – airBaltic
- Lithuania – None under Open Skies
- Luxembourg - Luxair
- Malta – Air Malta
- Netherlands – KLM Royal Dutch Airlines
- Norway\* - Scandinavian Airlines System
- Poland – LOT Polish Airlines
- Portugal – TAP Air Portugal
- Romania - TAROM
- Slovakia – None under Open Skies
- Slovenia – None under Open Skies
- Spain – Air Europa, Iberia, Spanair
- Sweden - Scandinavian Airlines System
- United Kingdom - bmi, British Airways, Virgin Atlantic

\* Iceland and Norway are not members of the EU but are included in the EU Open Skies Agreements.

# Open Skies Agreements

## Restricted Open Skies Agreements Countries

### City Pair Verification Required

Australia

- Qantas
- Virgin Australia

Switzerland

- Swiss Air

Japan

- Nippon Airways
- Japan Airlines

<http://cpsearch.fas.gsa.gov/>

# Complying with the Fly America Act and Open Skies Agreements

# Fly America Act and Open Skies Agreements Matrix

FLY AMERICA ACT								
Airline Travel (Origin & Destination)	US Flag Air Carrier			Open Skies (Member States)				
	Required	Exception permitted	Allows for use of EU Carrier	Requires City Pair Check -	Australia	Switzerland	Japan	
					To use these countries' Air carriers			
Domestic (US–US)	Y	N/A	N					
DOD Funded Awards	Y	N/A	N					
Intl (US–EU)	N	Y	Y	N				
Intl (within EU)	N	Y	Y	N				
				<b>A city pair check is required between any point in the US to any point in an Open Sky (Non EU) Member state. If search returns a contracted rate, US flag air carrier is required.</b>				
Intl (US-Non EU Countries)	N	Y	Y	Y	If no city pair - Y	If no city pair - Y	If no city pair - Y	
Intl (US-Australia)	N	Y	Y	Y	If no city pair - Y			
Intl (US-Switzerland)	N	Y	Y	Y		If no city pair - Y		
Intl (US-Japan)	N	Y	Y	Y			If no city pair - Y	
Intl (Within Other Countries)	N	Y	Y	N	Y	Y	Y	
				<b>No city pair check required when travel is with a Member State carrier between any two points outside US</b>				

International = Intl

\* If using Air Lines other than US or EU Carriers

## Complying with the Fly America Act

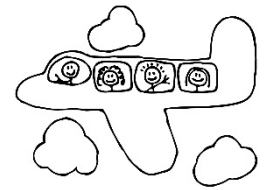
- Compliance with the Fly America Act is the responsibility of the traveler and department. Before making arrangements for air travel related to Yale business, find out:
  - how this travel is being funded and, when necessary,
  - ensure the booking is in accordance with the Fly America Act. ***If you feel an exception is applicable, consult your business office or OSP Accountant***
- **To ensure compliance with the Fly America Act**, travelers are encouraged to use the University's preferred travel vendor **Orbitz for Business** by contacting Orbitz directly at: <http://www.yale.edu/ytravel/>

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**NOTE:** When an exception to the Fly America Act exists, documentation supporting the exception should be retained at the time of booking and attached electronically with the travel reimbursement or retained in the department's award file. Business office personnel should refer to the Fly America Act Checklist and Waiver [Form 3301 FR.06](#) to determine if an exception qualifies for waiver.



# Flying the Friendly Skies.....



Origin and Destination	Charged to:	Airline	Allowable?
<b>Mexico City to New York to Madrid Spain</b>	<b>NIH award</b>	<b>Iberia Airlines</b>	<b>Y</b>
<b>Reason:</b> Use of EU Open Skies Airline is acceptable for two points outside US			
<b>St. Petersburg Russia to Moscow</b>	<b>DOD award</b>	<b>S7 Airlines(Russian)</b>	<b>Y</b>
<b>Reason:</b> Requires verification that no US flag air carriers are available (None were available)			
<b>New York (JFK) to Sydney Australia</b>	<b>Dept. of State</b>	<b>Qantas</b>	<b>N</b>
<b>Reason:</b> Requires verification of city pair contract (City Pair is Available)			
<b>Sydney Australia to Cape Town S. Africa</b>	<b>NSF award</b>	<b>British Airways</b>	<b>Y</b>
<b>Reason:</b> Use of EU Open Skies Airline is acceptable for two points outside US			
<b>Toronto to Washington D.C.</b>	<b>NIH award</b>	<b>Air Canada</b>	<b>N</b>
<b>Reason:</b> U.S. Flag Carriers are available. Canada is not eligible under Open Skies for charging Federal Funds.			
<b>New York to Paris to Geneva</b>	<b>NIH award</b>	<b>Swiss Air</b>	<b>N</b>
<b>Reason:</b> Requires verification of a city pair contract (City Pair is Available)			

# Case Studies

# Case Study A

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Dr. Wayfaring is traveling to Taiwan to collaborate with researchers at the National Taipei University of Technology and to conduct research related to her NIH award. Since the trip is imminent, she quickly searches for flights on travelocity.com and books a first class, non-stop flight on Eva Airways, a Taiwanese air carrier, from New York – JFK to Taipei.

Q: Is this an allowable charge on the NIH award?

Q: How and where should this charge be made?

# Case Study A: Analysis

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**Q: Is this an allowable charge on the R01 award?**

**A:** Purchase of a first class ticket is not allowable on a federal award. In addition, federal awards are required to comply with the Fly America Act. Therefore, since the ticket was purchased on Eva Airways and does not comply with the Fly America Act the ticket cannot be charged to a federal award.

**Q: Where can this expense be charged and how should it be charged?**

**A:** The cost of the ticket should be charged to a non-sponsored award. The difference between the cost of business class and economy class must be determined and this difference charged to expenditure type 876001 (Foreign Travel - Unallowable).

# Case Study B

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Dr. Wayfaring, now somewhat more aware of the federal requirements of her award, is traveling to Osaka Japan to attend a conference, which she is delivering a paper on another research study funded by a NSF award. She purchases a New York – JFK to Osaka, Japan first class airline ticket on Japan Airlines.

**Q. Is this an allowable charge to the NSF award?**

# Case Study B: Analysis

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**Q: Is this an allowable charge to the NSF award?**

**A:** JFK to Osaka, Japan falls under the U.S. and Japan Open Skies Agreement.

- In order to charge the Japan Airlines ticket to a federal award, a city pair contract fare cannot exist between the origin and destination city. For this situation a city pair contract fare does not exist and therefore, the award can be charged. However...
- The coach fare equivalent is only allowable to be charged to the NSF award (must be documented at the time of reservation).
- The difference between first class and coach must be determined and charged to a non-sponsored award using Expenditure Type 876001 (Foreign Travel - Unallowable). calculation.

# Case Study B: Analysis

- An example of a city pair verification check, which illustrates that no city pairs exists between JFK and Osaka, Japan

**GSA** U.S. General Services Administration Federal Acquisition Service

[GSA Home](#) [City Pairs Program](#)

[Back](#) [Help](#) [Home](#)

<a href="#">New York</a>	TO	<a href="#">OSA</a>						
<a href="#">Click on the fare to view Fuel Surcharge and Baggage Fees</a>		Government F a r e s						
		Contract D a t e s						
Origin Airport	Destination Airport	Airline	Serv	YCA	-CA	-CB	Effective	Expiration
<b>There are no awards for the requested citypair.</b>								

- Documentation that supports the city pair verification and coach fare ticket portion charged to the award must be electronically submitted with the travel reimbursement or kept as part of the department's award file.

# **GSA City Pair Search Tool**



# GSA City Pair Fare Search Tool

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- Identifies whether a city-pair fare is in effect
  - GSA Website <http://cpsearch.fas.gsa.gov/>
  - Orbitz for Business Website  
<https://www.orbitzforbusiness.net/Secure/OFBSignIn>
    - [YALE TRAVEL WEB SITE AND TRAVEL POLICY](#)
    - [YALE ONLINE EXPENSE MANAGEMENT SYSTEM](#)
    - [INTERNATIONAL VISA SERVICES; log in with code 40634](#)
    - [Yale Community Carbon Fund](#)
    - [GSA CITY PAIR SEARCH TOOL](#) ← Link provided within Orbitz
    - [VIDEO: Quick tutorial on rail booking](#)

# GSA Search Tool

## Airline City Pairs

[City Pairs Program](#)

**Fare Finder**

SEARCH

All fares are listed one-way and valid in either direction. Domestic fares include all [existing](#) Federal, State, and local taxes, as well as airport maintenance fees and other administrative fees. Domestic fares do not include fees such as passenger facility charges, segment fees, and passenger security service fees. For FY10 and beyond, international fares are exclusive of taxes and fees, but inclusive of fuel surcharge fees.

**Disclaimer:** The fuel surcharge and baggage fees are an estimate and may change prior to the date of travel. These estimates are provided based on current data and are updated regularly, to provide travelers an estimate of total airline travel costs.

**Note:** Fuel surcharge fees may be different in a particular market depending on the origin and destination city.

[Enter Site](#)

❑ Click on Enter Site

# GSA Search Screen



U.S. General Services Administration

Federal Acquisition Service

[GSA Home](#)

## Airline City Pairs

**Fare Finder**

**SEARCH**

**Note:** Information must be provided for at least one of the form fields below.  
For domestic routes, please use the airport code. City codes (e.g., Washington(WAS)) are for use with international routes.  
FY12 contract fares are provided for information purposes and will be available for reservations during FY12 (October 1, 2011 - September 30, 2012).

Choose a Departure City

Or Enter City or Airport Code

Choose an Arrival City

Or Enter City or Airport Code

Choose a departure and arrival city

# GSA Search

## Airline City Pairs

### Fare Finder

SEARCH

**Note:** Information must be provided for at least one of the form fields below. For domestic routes, please use the airport code. City codes (e.g., Washington(WAS)) are for use with international routes. FY12 contract fares are provided for information purposes and will be available for reservations during FY12 (October 1, 2011 - September 30, 2012).

NEW YORK, NY [JFK]

Or Enter City or Airport Code

ZURICH, SWITZERLAND [ZRH]

Or Enter City or Airport Code

Select Search

# GSA Results with City-Pair Fare

- ❑ Search results indicate a City-Pair contract is in effect



U.S. General Services Administration

Federal Acquisition Service

[GSA Home](#)

[City Pairs Program](#)

[Back](#) [Help](#) [Home](#)

<a href="#">New York</a>		TO			<a href="#">ZRH</a>				
<a href="#">Click on the fare to view Fuel Surcharge and Baggage Fees</a>					Government Fares			Contract Dates	
Origin Airport	Destination Airport	Airline	Serv	YCA	-CA	-CB	Effective	Expiration	
<a href="#">CHECK LGA, JFK OR EWR</a>	ZURICH	American	<a href="#">N</a>	<a href="#">329.00</a>	0.00	<a href="#">4839.00</a>	10/01/2011	09/30/2012	

# GSA Results with City-Pair Fare

- ❑ Clicking on Origin airport provides carrier and fare information
- ❑ (YCA = unrestricted coach fare)

The screenshot displays the GSA Federal Acquisition Service interface. At the top left is the GSA logo and the text "U.S. General Services Administration". At the top right is the text "Federal Acquisition Service". A blue horizontal bar contains the text "GSA Home". Below this bar is a table with flight details:

Origin: CHECK LGA, JFK OR EWR NEW YORK ,NY-NY	Destination: ZURICH ,SWITZ
Airline: American Airlines YCA: 329.00 CA: 0.00 Business Fare: 4839.00	

# GSA Search

## Airline City Pairs

### Fare Finder

SEARCH

**Note:** Information must be provided for at least one of the form fields below.  
For domestic routes, please use the airport code. City codes (e.g., Washington(WAS)) are for use with international routes.  
FY12 contract fares are provided for information purposes and will be available for reservations during FY12 (October 1, 2011 - September 30, 2012).

HARTFORD, CT [BDL]


Or Enter City or Airport Code

ZURICH, SWITZERLAND [ZRH]

Or Enter City or Airport Code



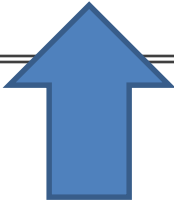
# GSA Results with No City-Pair Fare

 U.S. General Services Administration Federal Acquisition Service

[GSA Home](#) [City Pairs Program](#)

[Back](#) [Help](#) [Home](#)

<b>BDL</b>	<b>TO</b>	<b>ZRH</b>						
<a href="#">Click on the fare to view Fuel Surcharge and Baggage Fees</a>		<b>Government F a r e s</b>	<b>Contract D a t e s</b>					
<b>Origin Airport</b>	<b>Destination Airport</b>	<b>Airline</b>	<b>Serv</b>	<b>YCA</b>	<b>-CA</b>	<b>-CB</b>	<b>Effective</b>	<b>Expiration</b>
<b>There are no awards for the requested citypair.</b>								





# Orbitz For Business

Booking Airline Reservations

# How can Orbitz for Business (OFB) help you comply with the Fly America Act and Open Skies Agreements?

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- Orbitz asks questions specific to Open Skies Agreements that guides the traveler through the booking process.
  - Travelers need to be aware but do not need to know all the specific details related to Open Skies Agreements.
- When questions are answered correctly, travelers do not have to worry about selecting an air carrier that is not in compliance with federal regulations.
  - OFB will determine appropriate air carriers based on your trips cities of origin and destination
  - Open skies air carriers have been uploaded into OFB
  - OFB will inform you if a city-pair check is required

# Booking Reservations

- Log onto Orbitz for Business <https://www.orbitzforbusiness.net/Secure/OFBSignIn>
- Insert city names and dates of Travel

**Traveler:**  
Penrhyn E Cook [Change Traveler](#)

**Search by:**  
 **Price:** Select from priced trips  
 **Schedule:** Select from all flights to customize and price your trip [i](#)

**Trip type:**  
 **Round-trip**  **One-way**  **Multi-city**

<b>From</b> City name or airport <input type="text" value="JFK"/> <input type="checkbox"/> Include airports within 80 miles	<b>To</b> City name or airport <input type="text" value="ZRH"/> <input type="checkbox"/> Include airports within 80 miles
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**Leave**

**Return**

**Travelers**

**Search**

**Additional search options**  
[Find low fares for weekends and flexible trips](#)  
 Search one day before and after (US and Canada)  
 I prefer non-stop flights  
 Only show refundable fares (Can be more expensive)  
 Narrow the search to my preferred airlines

**Select cabin/class**

# Traveling to a foreign country with the exception of Australia, Japan, or Switzerland.



The screenshot shows the Orbitz website interface for Yale University. At the top left is the Yale Travel Services logo. At the top right, it says 'Welcome Yale University' with a 'Sign out' link. Below that are navigation links for 'My Trips', 'My Account', 'Traveler Update', and 'Customer Support'. A blue navigation bar contains links for 'Flights', 'Hotels', 'Cars', 'Car Service', 'Rail', and 'Meetings'. The main content area is titled 'Select trip purpose' and contains the following text: 'Please select a purpose for your trip before continuing. IS THIS TRIP FUNDED BY A FEDERAL GRANT OR CONTRACT? The U.S. Government has entered into "Open Skies" agreements with some international countries. These agreements provide an exception to the "Fly America Act" . Read University Guide 3301 GD.02 for specific "Open Skies" agreement information and restrictions.' Below this text are three radio button options: 'a) No', 'b) Yes, and my award is funded by a Dept. of Defense (DOD) agency (i.e.: Yale award numbers beginning with J, K and L).', and 'c) Yes, and my award is NOT funded by a Dept. of Defense (DOD) agency (i.e.: Yale award numbers beginning with J, K and L)'. At the bottom of the form are two buttons: a blue 'Continue' button and a grey 'Cancel' button.

Yale Travel Services

Welcome Yale University  
Sign out

ORBITZ  
FOR BUSINESS

My Trips | My Account | Traveler Update | Customer Support

Flights | Hotels | Cars | Car Service | Rail | Meetings

## Select trip purpose

Please select a purpose for your trip before continuing.

**IS THIS TRIP FUNDED BY A FEDERAL GRANT OR CONTRACT? The U.S. Government has entered into "Open Skies" agreements with some international countries. These agreements provide an exception to the "Fly America Act" . Read University Guide 3301 GD.02 for specific "Open Skies" agreement information and restrictions.**

a) No

b) Yes, and my award is funded by a Dept. of Defense (DOD) agency (i.e.: Yale award numbers beginning with J, K and L).

c) Yes, and my award is NOT funded by a Dept. of Defense (DOD) agency (i.e.: Yale award numbers beginning with J, K and L).

[Continue](#)

[Cancel](#)






Answer “A” (not government funded) will provide a list of all applicable carriers.

	★ Recommended					★★★ Company Preferred			★ Recommended	
	 United Airlines	 American Airlines	 Multiple Carriers	 Korean Air	 Air Canada	 Delta Air Lines	 All Nippon Airways	 Singapore Airlines	 US Airways	 Japan Airlines
<b>Non-stop</b>			\$4,314 total <b>\$4,548</b>	\$1,471 total <b>\$1,555</b>		\$3,782 total <b>\$4,164</b>				
<b>1 stop</b>	\$846 total <b>\$1,242</b>	\$868 total <b>\$1,287</b>	\$868 total <b>\$1,287</b>	\$1,441 total <b>\$1,532</b>	\$1,325 total <b>\$1,727</b>	\$1,590 total <b>\$1,979</b>	\$1,987 total <b>\$2,695</b>	\$2,739 total <b>\$3,193</b>	\$4,674 total <b>\$4,770</b>	\$4,198 total <b>\$4,906</b>
<b>2+ stops</b>			\$1,325 total <b>\$1,747</b>		\$1,325 total <b>\$1,747</b>					

Fares are per person in US dollars, using e-tickets. Total fare includes airfare taxes and fees. Additional baggage charges may apply. Some itineraries require paper tickets with an additional charge. Changes after booking are subject to [change fees](#).

[Airport codes](#)











# Answer “B” (funded by DOD) will provide a list of US flag air carriers only

			★★★ Company Preferred	★ Recommended	★ Recommended
	 United Airlines	 Multiple Carriers	 Delta Air Lines	 American Airlines	 US Airways
Non-stop			\$2,774 total <b>\$2,947</b>		
1 stop	\$716 total <b>\$896</b>	\$716 total <b>\$896</b>	\$1,327 total <b>\$1,507</b>	\$1,887 total <b>\$2,078</b>	\$3,092 total <b>\$3,122</b>
2+ stops	\$1,830 total <b>\$2,028</b>	\$2,774 total <b>\$2,953</b>	\$2,774 total <b>\$2,972</b>		

Fares are per person in US dollars, using e-tickets. Total fare includes airfare [taxes and fees](#). [Additional baggage charges may apply](#). Some itineraries require [paper tickets](#) with an additional charge. Changes after booking are subject to [change fees](#).

[Airport codes](#)

Answer “C” (government funded but not by DOD) will return US and EU carriers.

					★★★ Company Preferred	★ Recommended				★ Recommended					
	 Air Berlin	 Aer Lingus	 Lufthansa	 Multiple Carriers	 Delta Air Lines	 American Airlines	 United Airlines	 Brussels Airlines	 US Airways	 Virgin Atlantic	 Air France	 Iberia	 British Airways	 TAP Portugal	 SAS Scandinavian Airlines
Non-stop			\$1,013		\$998	\$1,013	\$1,013			\$1,205		\$1,375	\$1,375		
1 stop	\$530	\$679	\$989	\$989	\$1,005	\$1,020	\$1,013	\$1,036	\$1,153		\$1,231	\$1,423	\$1,380	\$2,078	\$2,330
2+ stops															

Fares are in US dollars. Additional baggage fees may apply. Certain itineraries may require connecting tickets with an additional fee. Class and fare restrictions are subject to change.

These are the questions that will appear if you choose Australia, Japan or Switzerland as an origin or destination

Flights | Hotels | Cars | Car Service | Rail | Meetings

## Select trip purpose

**Please select a purpose for your trip before continuing.**

**Is this trip funded by a Federal grant or contract? The U.S. Government has entered into “Open Skies” agreements with some international countries. These agreements provide an exception to the “Fly America Act.” Read University Guide 3301 GD.02 for specific “Open Skies” agreement information and restrictions.**

- a) No
- b) Yes, and my award is funded by a Dept. of Defense (DOD) agency (i.e.: Yale award numbers beginning with J, K and L).
- c) Yes, and my award is NOT Dept. of Defense (DOD) funded AND I have NOT documented if a City-Pair contract is in effect.
- d) Yes, and my award is NOT Dept. of Defense funded AND I have documented that a City-Pair contract IS in effect. Use the GSA Search tool located near the bottom right of the home page and attach the results of the verification to your expense report.
- e) Yes, and my award is NOT Dept. of Defense funded AND I have documented that a City-Pair contract is NOT in effect. Use the GSA Search tool located near the bottom right of the home page and attach the results of the verification to your expense report.

[Continue](#)

[Cancel](#)



Answer “A” (not a federally funded trip) will return all carriers.








	★ Recommended				★ Recommended								★★★ Company Preferred				
	 KLM Royal Dutch Airlines	 Multiple Carriers	 Jet Airways	 United Airlines	 US Airways	 Air Canada	 Swiss	 British Airways	 Virgin Atlantic	 Aer Lingus	 Iberia	 Lufthansa	 brussels airlines	 AA American Airlines	 Alitalia	 Delta Air Lines	 AF Air France
Non-stop		\$1,014		\$924			\$1,139										
1 stop	\$901	\$850	\$863	\$931			\$1,115	\$1,145	\$1,196	\$1,227	\$1,280	\$1,281	\$1,333	\$1,520	\$1,583	\$2,043	\$2,162
2+ stops	\$848	\$854			\$1,024	\$1,079											

Answer “B” (trip is funded by DOD) will return US carriers only.

[Change search](#)

**Traveler:** Ms. Marcia S Kaplan  
**Leave:** Tue, Apr 10, 2012 | Anytime | New York (All Locations), NY (NYC) to Geneva (All Locations), Switzerland (GVA)  
**Return:** Tue, Apr 17, 2012 | Anytime | Geneva (All Locations), Switzerland (GVA) to New York (All Locations), NY (NYC)

**A message from Yale University:** The Fly America Act [Fly America Act](#)

	 United Airlines	 US Airways	 American Airlines	 Delta Air Lines
	 Recommended	 Recommended	 Company Preferred	
<b>Non-stop</b>	\$924			
<b>1 stop</b>	\$931		\$1,195	\$2,043
<b>2+ stops</b>		\$1,024		

Fares are per person in US dollars. Additional baggage fees may apply. Some itineraries may require nonstop tickets with an additional fee. Changes after booking are subject to change fees.

Answer “C” (federally funded but not by DOD, and have not checked for GSA city pair contracts) will return you to the search page, prompting you to check city pairs.



Flights | Hotels | Cars | Car Service | Rail | Meetings

**Traveler:**  
Ms. Marcia S Kaplan [Change Traveler](#)

Flight reservations cannot be made until it is documented whether or not a City-Pair contract is in effect for this trip. Please use the GSA City Pair Search tool located near the bottom right of this page and attach the results of the verification to your expense report.

**Search by:**

Price: Select from priced trips  
 Schedule: Select from all flights to customize and price your trip ⓘ


**Trip type:**

Round-trip  One-way  Multi-city

**From** City name or airport  **To** City name or airport

# Attach a copy of the results screen to the expense report.


It is not relevant whether you are eligible to use the GSA contract price. If a city pair contract is in place you are **not** allowed to travel on that country's flag air carrier.

 U.S. General Services Administration		Federal Acquisition Service						
<a href="#">GSA Home</a>						<a href="#">City Pairs Program</a>		
<a href="#">New York</a>			TO			<a href="#">gva</a>		
Click on the fare to view Fuel Surcharge and Baggage Fees					Government Fares		Contract	Dates
Origin Airport	Destination Airport	Airline	Serv	YCA	-CA	-CB	Effective	Expiration
<a href="#">CHECK LGA, JFK OR EWR</a>	GENEVA	United	<a href="#">N</a>	<a href="#">900.00</a>	0.00	<a href="#">3905.00</a>	10/01/2011	09/30/2012

Answer “D” (federally funded but not by DOD and a city pair contract is in effect) will return US and European Union carriers. Will exclude country's flag carriers.

				★ Recommended				★ Recommended						★★★ Company Preferred
	 United Airlines	 Multiple Carriers	 Iberia	 US Airways	 Air France	 British Airways	 TAP Portugal	 American Airlines	 Aer Lingus	 Lufthansa	 Virgin Atlantic	 Brussels Airlines	 Austrian Airlines	 Delta Air Lines
Non-stop	\$924													
1 stop	\$931	\$947	\$955		\$1,141	\$1,145	\$1,173	\$1,195	\$1,223	\$1,231	\$1,260	\$1,293	\$1,339	\$2,043
2+ stops				\$1,024										

Answer “E” (federally funded but not by DOD and a city pair contract is **not** in effect) will return US, European Union carriers, and will include country’s flag air carriers.

	★ Recommended					★ Recommended					★★★ Company Preferred					
	 KLM Royal Dutch Airlines	 Multiple Carriers	 United Airlines	 Iberia	 Swiss	 US Airways	 Air France	 British Airways	 TAP Portugal	 American Airlines	 Aer Lingus	 Virgin Atlantic	 Lufthansa	 Brussels Airlines	 Austrian Airlines	 Delta Air Lines
Non-stop		\$1,014	\$924		\$1,014											
1 stop	\$901	\$850	\$931	\$955	\$990		\$1,141	\$1,145	\$1,173	\$1,195	\$1,223	\$1,228	\$1,231	\$1,293	\$1,339	\$2,043
2+ stops	\$848	\$848				\$1,024										

Fares are per person in US dollars. Additional baggage fees may apply. Some itineraries may require nonstop tickets with an additional fee. Changes after booking are subject to change fees.

# Take Aways

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- ✓ The Fly America Act restricts the use of international flag air carriers charged to federal awards.
- ✓ Open Skies Agreements are exceptions to the Fly America Act.
- ✓ All Fly America Act exceptions and Open Skies Agreements exceptions must be documented by completing Form 3301FR.06.
- ✓ Orbitz For Business should be used, at a minimum, to check for flights that comply with the Fly America Act and Open Skies Agreements.
- ✓ Business and first class travel cannot be charged to federal awards.
- ✓ Additional costs for pillows, blankets, Wi-Fi and preferred seating cannot be charged to a federal award.

# Resources

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## **2 CFR Part 200 (OMB Circular A-81)**

<http://www.ecfr.gov/cgi-bin/text-idx?SID=15d5184c2810c3eef54cd7109663b443&node=pt2.1.200&rgn=div5>

## **Procedure 1305 PR.04 Unallowable Costs**

<http://policy.yale.edu/procedure/1305-pr04-unallowable-costs>

## **Guide 1305 GD.07 Determining Allowability, Reasonableness, and Allocability of Costs for Sponsored Projects**

<http://policy.yale.edu/guides/1305-gd07-determining-allowability-reasonableness-and-allocability-costs-sponsored-projects>

## **Policy 3301 Travel on University Business**

<http://policy.yale.edu/policy/3301-travel-university-business>

## **Form 3301 FR.06 Fly America Act Waiver Form**

[http://policy.yale.edu/sites/default/files/copy\\_of\\_form\\_3301\\_fr\\_06\\_documentation\\_for\\_travel\\_on\\_a\\_non-us\\_air\\_carrier.xlsx](http://policy.yale.edu/sites/default/files/copy_of_form_3301_fr_06_documentation_for_travel_on_a_non-us_air_carrier.xlsx)

## **GSA Airline City Pair Program Search Tool**

<http://cpsearch.fas.gsa.gov/>