

Fly America Travel Reimbursement Exception Form

When a UMass employee uses a non-U.S. flag air carrier for travel funded by a Federal grant, this form, along with any other relevant supporting documentation, must be completed and submitted with the expense report for reimbursement. Per Federal Travel Regulation (FTR) [301-10.142](#) travelers must complete a certification when foreign carriers are used. This exception form helps us to meet the certification requirements. Please Note: This form is not required when two or more airlines code the same flight as if it were their own, also known as "code sharing." Compliance is satisfied with a U.S. flag air carrier's designator code. See FTR [301.10.134](#).

Required Information

Travelers Name: _____
PI Name: _____

Expense Report ID: _____
Sponsor Name: _____

Flight No., (including designator code e.g., BA2345):	Foreign Airline Used:	Foreign Airline Country:	Traveled From:	Traveled To:	Arrival Date:

****supporting documentation (itinerary, boarding pass, airline ticket etc.) must be provided along with this form showing detailed itinerary of your travel, name of the air carrier, and flight number/designator code for each leg of the trip.**

Fly America Exceptions

In some instances, a non-U.S. flag air carrier may be used if one or more of the exception criteria listed in the FTR [301-10.135-138](#) are met. **Please Note: Lower cost is not an acceptable criteria for justifying the non-availability of a US flag carrier. Please check all applicable boxes below where exception criteria are met:**

1.) [301-10.135 Allowable Exceptions](#):

A. Travel meets GSA's [Open Skies Agreement](#) (in accordance with [FTR 301-10.135b](#) and [FAR 47.403-2](#)) because these four criteria are met below:

- 1.) Air travel is between a point in the U.S and a member country in the EU, Norway or Iceland **and**;
- 2.) The flight originated, arrived, or stopped in the EU (flights to only EU destinations is not required) **and**;
- 3.) The airline carrier is from a member country in the EU open skies agreement with the U.S. **and**;
- 4.) Travel is not supported by DOD funds

B. Travel meets GSA's [Open Skies Agreement](#) (in accordance with [FTR 301-10.135b](#) and [FAR 47.403-2](#)) because these four criteria are met below:

- 1.) Air travel is between the U.S. and Australia, U.S and Switzerland, or U.S and Japan **and**;
- 2.) No city pair contract fair exists/available <http://cpsearch.fas.gsa.gov> (provide supporting documentation).
A city pair check is required between any point in the U.S. to any point in an Open Skies (non-EU) member state (Australia, Switzerland, and Japan). If search results produce a contracted rate, a U.S. Air carrier is required. If a search does not produce a contracted rate, use of an Open Skies member states' carrier is allowed **and**;
- 3.) The traveler is using an air flag carrier of the respective country; **and**

- 4.) Travel is not supported by DOD funds
- C. Travel meets GSA's [Open Skies Agreement](#) (in accordance with [FTR 301-10.135b](#) and [FAR 47.403-2](#)) because these three criteria are met below:
- 1.) Air travel is between two points outside the U.S. **and**;
 - 2.) The airline carrier is from a member country in the EU open skies agreement with the U.S. **and**;
 - 3.) Travel is not supported by DOD
- D. No US carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used to or from the nearest interchange point on a usually traveled route to connect with a U.S. flag carrier.
- E. A US flag carrier involuntarily reroutes your travel on a foreign carrier (supporting documentation from the U.S. flag carrier of the occurrence must be included).
- F. Service on a foreign air carrier would be three hours or less and use of the U.S. flag air carrier would at least double your en route travel time.

2.) FTR 301-10.136 Traveling Between the U.S. and another Country

A U.S. Flag carrier is available but:

- A. Will extend travel time, including delay at origin, by 24 hours or more
- B. The U.S. Flag carrier does not offer nonstop or direct service and will (**choose at least one below**):
 - 1.) Increase number of aircraft changes you must make outside the U.S. by 2 or more
 - 2.) Extend travel time by 6 hrs. or more
 - 3.) Require a connecting time of 4 hours or more at an overseas interchange point

3.) FTR 301-10.137 Traveling Solely Outside the U.S.

A U.S. Flag carrier is available but:

- A. Will increase the number of aircraft changes en route by 2 or more
- B. Will extend travel time by 6 hrs. or more
- C. Will require a connecting time of 4 hours or more at an overseas interchange point

4.) FTR 301-10.138 Matter of Necessity (provide a copy of your agency's prior written determination and approval that foreign air carrier service was deemed a matter of necessity)

A U.S. Flag carrier is available but:

- A. Cannot provide the air transportation needed
- B. Will not accomplish the agency's mission
- C. A seat in the authorized class of service (lowest economy fare) is not available. A foreign air carrier has a seat available in the authorized class of service.
- D. Is necessary for medical reasons
- E. To avoid unreasonable risk

Explanation/Comments:

Certification: I hereby certify that my use of a foreign carrier met the Fly America Act exception criteria at the time of my trip as indicated above. The air travel expense is in compliance with the Federal Travel Regulations and University policy. I have attached required documentation to support this request.

Traveler's Signature:

Date:

PI's Signature (If not the traveler):

Date: