

University of South Alabama - Fly America Act Exemption Form -

KEEP ORIGINAL IN DEPARTMENT/COLLEGE AWARD FILE - SUBMIT A COPY TO OGCA@SOUTHALABAMA.EDU

Instructions: When a traveler uses a non-U.S. flag air carrier for travel to be charged to a federal award(s), or federal flow through awards, this form along with all relevant documentation from Springdale travel or other travel website documenting the exception, is to be completed and maintained in the department and/or college file, along with a scanned copy to the Office of Grants and Contracts Accounting. (OGCA@southalabama.edu)

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. air 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 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:

- checkbox Increase the number of aircraft changes outside of the U.S. by 2 or more; or
checkbox Extend travel time by 6 hours or more; or
checkbox 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. 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:

- checkbox Increase the number of aircraft changes you must make enroute by 2 or more; or
checkbox Extend travel time by 6 hours or more; or
checkbox 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:

- checkbox Yes checkbox No

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

- checkbox Use of a foreign air carrier is necessary for medical reasons (additional supporting documentation required)
checkbox 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).
checkbox 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:

- checkbox Travel is: (1) air travel between U.S. and European Union (EU) 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 Charging Instructions

Foreign Carrier: _____ USA Fund Number: _____
Flight Origin: _____ Destination: _____ Dates of Travel: _____

Certification of Traveler

I certify that I have applied the Federal policy to all foreign travel and no US flag air carrier met the Fly America Act or Open Skies Agreement criteria at the time of booking this trip and that traveling on the foreign air carrier was a matter of necessity as documented above. I have attached copies of relevant documentation that supports this exception, and further certify the air travel expense is in compliance with the Federal Travel Regulations and University policies.

Name of Traveler (print name)

Signature of Traveler

Date: _____