

Fly America Act Waiver Checklist for Federal Funds

This form is used to determine if a waiver of the Fly America Act could be allowable under federal regulations. This form must be completed and approved **BEFORE** foreign travel is booked. To assist in determining qualification for a waiver of the restrictions of the Fly America Act under 41 CFR Part 301-10, check the applicable statement(s) below and provide the appropriate supporting documentation:

Travel meets U.S. Open Skies Agreements with the European Union, Switzerland, Australia, or Japan, and the following conditions:

Travel is not being reimbursed using Department of State/Department of Defense funding.

Travel was booked by an approved University travel agency.

No U.S. flag air carrier provides service on a particular leg of your route. (Travelers can only use foreign air carrier to or from the nearest interchange point to connect with a U.S. carrier. Attach documentation showing no U.S. air carrier available).

A U.S. flag air carrier involuntarily reroutes traveler onto a foreign air carrier. (Attach rerouting documentation).

Service on a foreign air carrier is three hours or less, and use of a U.S. flag air carrier doubles en route travel time. (Attach supporting documentation listing available carriers and times).

Use of a foreign air carrier is a matter of necessity due to the following (select one option below and attach documented evidence):

Use of a foreign air carrier is necessary for medical reasons. (Attach medical release).

Use of a foreign air carrier is required to avoid unreasonable risk to the traveler's safety. (See 41 CFR 301-10.138(b)(2) for supporting evidence needed).

Seat on a U.S. flag air carrier in authorized class of service is unavailable; seat on a foreign air carrier in authorized class of service is available.

Use of a U.S. flag air carrier will not accomplish the Sponsor's mission.

Air travel is between the U.S. and another country and the use of a U.S. flag air carrier extends travel time by 24 hours or more. (Attach supporting documentation listing available carriers and times).

Other air travel (select one option below and include documented evidence listing available carriers and times):

Use of a U.S. flag air carrier increases the number of aircraft changes outside the U.S. by two or more.

Use of a U.S. flag air carrier extends travel time by six hours or more.

Use of a U.S. flag air carrier requires a connecting time of four hours or more at an overseas interchange point.

A U.S. flag air carrier must be used on every portion of the route where it provides service, unless there is a qualified waiver exception. Documentation of ALL exceptions must be attached, as well as the itinerary.

Origin: _____

Travel Dates: _____

Destination: _____

PI Signature: _____

Date: _____

Budget Number: _____

OSP Signature: _____

Date: _____