

# Fly America Act Exceptions Form

## Instructions

When a traveler uses a non-U.S. flag carrier on travel to be charged to federally sponsored awards, this form, along with any relevant supporting documentation, is to be completed and approved by the Department's Senior Business Officer (SBO) in the respective School or Department and submitted with the request for reimbursement. Please reference Columbia's Fly America policy at [policylibrary.columbia.edu/fly-america-act](http://policylibrary.columbia.edu/fly-america-act).

## Fly America Act Exceptions

Lower cost and personal convenience are **not** acceptable criteria for justifying the use of a non-U.S. air carrier. All air travel on federal awards must comply with the Fly America Act. In some instances, your airline may use a non-U.S. flag air carrier if it meets one or more of the exception criteria listed in the Federal Travel Regulation guidelines (FTR sections 301-10.135-138). **Please check all applicable boxes below where exception criteria are met.**

Name: \_\_\_\_\_ UNI: \_\_\_\_\_

**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 carrier unless such use would:

Extend travel time, including delays at origin, by 24 hours or more.

- b. If a U.S. flag carrier does not offer nonstop or direct service (no aircraft change) from your 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:

Increase the number of aircraft changes outside of the U.S. by two or more; or

Extend travel time by 6 hours or more; or

Require 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)**

You must always use a U.S. flag carrier for such travel, if available, unless when compared to using a foreign air carrier, such use would:

Increase the number of aircraft changes you must make enroute by two 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. A U.S. flag carrier service was not available for this itinerary at the time of booking:**

Yes       No

**IV. Travel meets Fly America Exception criteria (Check all boxes that apply)**

Use of a foreign carrier is necessary for medical reasons (additional supporting documentation required)

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

For short distance travel, U.S. flag carrier service is considered unavailable when the elapsed travel time on a scheduled flight from origin to destination by a foreign carrier<sup>4</sup> is 3 hours or less **and** the use of a U.S. flag carrier doubles time enroute.

**V. Travel that meets GSA's Open Skies Agreements and Fly America Exception Criteria:**

Flight touches down in European Union (EU) country, Norway or Iceland **and** not supported by a Department of Defense (DOD) funded award.

Air travel between either Australia, Switzerland, or Japan; **and** documentation exists and attached, supporting that there is no city pair contract fare available.

The traveler is using an air flag carrier of either Australia, Switzerland, or Japan.

Travel is not supported by a Department of Defense (DOD) funded award.

**VI. There are other exceptions to the Fly America Act which may be appropriate. A list of exception criteria may be found in the Federal Travel Regulation Guidelines – [FTR sections 301-10.135-138](#)**

Please provide additional details in the section below: