UCF Office of Research Fly America Act Exception Form

The Fly America Act (41 CFR 301-10.131 through 301-10.143) requires that all federally funded travel be on a US flag carrier or US flag carrier service provided under a code-share agreement, except under specific situations.

When booking international travel, the Principal Investigator of the award to be charged is responsible for complying with the Fly America Act. NOTE: Most travel agents are not familiar with these regulations. Documentation of compliance is the appearance of the US flag air carrier's designator code and flight number on tickets or associated documentation (e-Ticket itinerary) for all legs of a trip. **The cost of travel subject to the Fly America Act that does not adhere to this regulation will be borne by the Principal Investigator's department or will need to be moved to a suitable nonfederal funding source.**

Exceptions must be documented through completion of the UCF Fly America Act Exception Form and included with the travel spend authorization and expense review processes. Failure to complete UCF Fly America Act documentation will result in the expense being disallowed from federally funded accounts. In no case is the use of a foreign air carrier justified because of cost, convenience, or traveler preference.

Permitted Exceptions to the Fly America Act:

1. If a U.S. flag air carrier offers nonstop or direct service (no aircraft change) from your origin to your destination, you must use the U.S. flag air carrier service unless such use would extend your travel time, including delay at origin, by 24 hours or more.
2. If a U.S. flag air carrier does not offer nonstop or direct service (no aircraft change) between your origin and your destination, you must use a U.S. flag air carrier on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:
    a. Increase the number of aircraft changes you must make outside of the U.S. by 2 or more; or
    b. Extend your travel time by at least 6 hours or more; or
    c. Require a connecting time of 4 hours or more at an overseas interchange point.
3. For travel outside the U.S., if a U.S. flag air carrier provides service between your origin and destination, you must always use a US flag carrier for such travel unless, when compared to using a foreign air carrier, such use would:
    a. Increase the number of aircraft changes you must make on the route by 2 or more; or
    b. Extend your travel time by 6 hours or more; or
    c. Require a connecting time of 4 hours or more at an overseas interchange point.

If an exemption is needed:

1. Complete the form indicating the reason for the exemption.
2. Attach a proposed itinerary of the trip with the completed form and supporting documentation for the exception to the spend authorization and expense report.
3. Exceptions will be reviewed as part of the spend authorization review process.

Code Share Agreements: Foreign Travel involving non-US airlines holding Code Share Agreements with a US Certified air carrier, do not require the submission of an exception form. Document under the airfare ticket(s) (including Code Share/ID number), as applicable per flight(s).

Open Skies Agreements: Foreign Travel involving a country with the European Union, Australia, Switzerland and Japan requires an exception form be submitted for evaluation of the travel. This exception does not apply if

charging a DOD award. Select pertinent Exception (s) from the scenarios below (see pg.2).
https://www.gsa.gov/policy-regulations/policy/travel-management-policy-overview/fly-america-act

UCF Fly America Act Exception Form- For Use of Non-US Air Flag Carriers

Traveler's Name(s): _____
Sponsor: _____
Grant Title: _____
Workday Grant Number: _____

The information below and attached documentation explains why the proposed travel meet(s) the allowable exceptions to the Fly America Act.
Departure (city, state, country): _____
Arrival (city, state, country): _____

The following applies:

Open Skies Agreement(s) apply. List country name(s):

_____

_____

_____

Select pertinent exception(s) from options below:

☐ A U.S. flag air carrier is not available (attach supporting documentation)

☐ A U.S. flag air carrier offers nonstop or direct service (no aircraft change) from my origin to my destination; however, using the U.S. flag air carrier service extends my travel time, including delay at origin, by 24 hours or more (attach supporting documentation)

☐ A U.S. flag air carrier does not offer nonstop or direct service (no aircraft change) between my origin and my destination - OR - a U.S. flag air carrier is used on every portion of the route where it provides service, except for the following legs (state the to and from travel legs below):

From leg: _____

To leg: _____

☐ Use of the US flag carrier will (select all that apply and attach the supporting documentation):

- ☐ Increase the number of aircraft changes I must make outside of the U.S. by 2 or more; or
- ☐ Extend my travel time by at least 6 hours or more; or
- ☐ Require a connecting time of 4 hours or more at an overseas interchange point.

☐ While a U.S. flag air carrier provides service between my origin and destination, the use of the US flag carrier in comparison to a foreign air carrier would (select all that apply):

- ☐ Increase the number of aircraft changes I must make on route by 2 or more; or
- ☐ Extend my travel time by 6 hours or more; or
- ☐ Require a connecting time of 4 hours or more at an overseas interchange point.

Detailed travel itinerary *(if additional rows are needed, please complete the table below in Excel and attach it to the Workday record)*

Flight Number	Departure Date	Departure Time	From: City, Country	To: City, Country	Arrival Date	Arrival Time

NOTE: Supporting documentation listed under Page 1, Section *Permitted Exceptions to the Fly America Act* shall be provided as attachments to this Exception Form under the Workday record to substantiate claim(s). Requests without documentation will not be considered. The cost of travel subject to the Fly America Act that does not adhere to this regulation will be borne by the Principal Investigator's department or moved to a suitable non-federal funding source.