

**FOREIGN TRAVEL ON FEDERAL PROGRAMS  
FLY AMERICA ACT (49 USC 40118)**

**INSTRUCTIONS**

The [Fly America Act](#) (statutory law) requires travelers to use a U.S. flag carrier when traveling using funds provided by the federal government. Exceptions to the Fly America Act stipulates circumstances where it is not reasonable to use a U.S. flag carrier. When a traveler uses a non-U.S. flag carrier on travel to be charged to **federally funded sponsored** awards, the following documentation must be submitted along with the expense reimbursement request.

1. This Form (fully completed and signed);
2. A travel itinerary showing flight details (from a travel agent or online travel services);
3. The search results performed at the time of booking from an online travel service that document all available flights and the existence of the Fly America exception identified on this form.

**REQUIRED INFORMATION**

Traveler's Name \_\_\_\_\_ Grant Worktag \_\_\_\_\_

Travel Origin \_\_\_\_\_ Travel Destination \_\_\_\_\_

Foreign Carrier \_\_\_\_\_ Date of Travel \_\_\_\_\_

Please confirm the following. If any answer is N, foreign travel on the grant may not be allowed. Please contact OSP or School Research Administration Office/s.	
<input type="checkbox"/> Y <input type="checkbox"/> N	Was Foreign Travel Budgeted in the research proposal or have received prior approval from sponsor?
<input type="checkbox"/> Y <input type="checkbox"/> N	Does the grant allow for rebudgeting flexibility without prior approval for foreign travel?
<input type="checkbox"/> Y <input type="checkbox"/> N	Have you registered your travel through UVA's <a href="#">International Travel Registry</a>

**EXCEPTIONS**

All air travel on federal awards must comply with the Fly America Act. **Please check all applicable boxes below where exception criteria are met.** Please note that lower cost and personal convenience are not acceptable criteria for justifying the non-availability of a U.S. flag air carrier.

- I. **Open Skies Agreements Exception (For countries applicable, see [Fly America Act | GSA](#))**  
 Confirm the trip is not funded by DoD or DoD flow through grant
- II. **There was no U.S. flag air carrier service available for this itinerary at the time of booking:**  
 Yes
- III. **The flight time from origin to destination is less than 3 hours and using a U.S flag carrier doubles the flight time:**  
 Yes
- IV. **When U.S. Carrier offers a non-stop or direct flight between origin and destination, but it**  
 Extends travel time, including delays at origin, by 24 hours or more
- V. **When U.S. Carrier does not Offer a non-stop or direct flight, but it**  
 Increases the number aircraft changes outside of U.S. by 2 or more;  
 Extends travel time by at least 6 hours or more; or  
 Requires a connection time of 4 hours or more at an overseas interchange point

I hereby certify that no U.S. flag carriers met the Fly America Act criteria at the time of my trip and that traveling on the foreign air carrier was a matter of necessity. The air travel expense is in compliance with the Federal Travel Regulations and UVA's Travel policies.

\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PI Approval (if not traveler)

\_\_\_\_\_  
Date

### **Is your flight compliant with the Fly America Act?**

When booking airfare and charging to Federal sponsored awards, travelers must comply with the Fly America Act which requires travelers to use:

- A U.S. Flag air carrier (an airline owned by an American company); or
- A foreign carrier that operates under a U.S. Flag air carrier code-sharing agreement and identifies the U.S. air carrier's designator code and flight number. For example: If you are flying on a Lufthansa flight with a United Code Share, your flight number will show up as UA 8903. In this instance, the Lufthansa flight would be allowed.

### **Please note: There are over 100 Open Skies Agreements but only 4 meet Fly America conditions:**

- European Union (28 countries) (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, including Iceland and Norway)
- Australia
- Switzerland
- Japan

\*Traveler's should check the [GSA sites](#) for the most up to date information.

### **Mistakes to avoid**

The most common issues we see where flight charges need to be removed from grant accounts are due to the following:

- **The Open Skies exception does not apply for any awards funded either directly or as pass-through awards by any branch of DOD.**
- There is no Open Skies treaty with Canada, so flights on Air Canada, WestJet and Porter Airlines are unallowable on federal awards.
  - (Please note that Canada should be coded as DOMESTIC travel in our system)
- The United Kingdom is no longer a part of the European Union so the use of a UK airline (e.g. British Airways), is not allowed unless you are using a different Fly America exception.

### **Mixing Personal Travel with Business Travel:**

You may mix personal travel with university-paid travel as described below and the personal trip tickets need to be Fly America compliant to be reimbursable.

- Print a cost comparison of the itinerary the traveler would have taken for the business trip portion of the trip at the same time the ticket including the personal trip is purchased.
- The less expensive of the two itineraries will be reimbursed.
- A trip including personal travel can only be purchased using a T&E card if it is equal to in cost or less expensive than the business trip would have been.
- Submit both itineraries with the expense report in ExpenseUVA with an explanation in the Description field