

Travel And Expense - 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 non-federal funding source.**

Exceptions must be documented prior to travel and pre-approved by the UF Travel Office. 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.

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.

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:

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

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:

1. Increase the number of aircraft changes you must make en route by 2 or more; or
2. Extend your travel time by 6 hours or more; or
3. 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.
3. Email to travel@ufl.edu or fax to the UF Travel Office at 392-0081 for approval (include your department fax number or Email).

The U F Travel Office will fax approved exceptions back to the initiating department.

This exception form will need to be kept on file in the department and a copy should be included with the Travel Expense Report when submitted to the UF Travel Office for auditing and imaging purposes.

**Travel and Expense - Fly America Act Exception Form
For Use of Non-US Air Flag Carriers**

Traveler's name(s): _____

Sponsor: _____

Project Title: _____

PeopleSoft Project Number: _____

The information below and attached documentation explains why the proposed travel from _____ to _____ meets allowable exceptions to Fly America Act. Appropriate documentation to substantiate exceptions below includes either travel itineraries from travel agents or on-line travel-planning services.

- A U.S. flag air carrier offers nonstop or direct service (no aircraft change) from my origin to my destination, however use the U.S. flag air carrier service extends my travel time, including delay at origin, by 24 hours or more. (Documentation attached)
- A U.S. flag air carrier does not offer nonstop or direct service (no aircraft change) between my origin and my destination; a U.S. flag air carrier is used on every portion of the route where it provides service unless, except for the leg between _____ and _____, where use of the US flag carrier would: (check all that apply; Documentation is attached)
 - 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.

For travel outside the U.S.

- While U.S. flag air carrier provides service between my origin and destination, the use of the US flag carrier for such travel would, when compared to a foreign air carrier would
 - Increase the number of aircraft changes I must make en 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

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

NOTE: Documentation that substantiates claim(s) made above must be attached. 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.

Signature _____ Date _____

UF Travel Office Approval _____ Date _____