

**FLY AMERICA ACT EXCEPTION FORM**

**Applicable for Federal Funded Sponsored Projects ONLY**

*In order to document a waiver of the restrictions of the Fly America Act (49 U.S.C. 40118) under 41 CFR Part 301 -10, please provide the information at the top of the form and check the applicable statement box(s) below. This form should be completed prior to purchasing non-U.S. flag carrier tickets to alleviate any concerns about the allowability of flights taken.*

Award PTA #:	Traveler Name:
Principal Investigator:	Email/Telephone:
Travel From/To:	Travel Dates:
Foreign Carrier/Flight #:	

**FLY AMERICA ACT EXCEPTIONS**

All air travel on federal awards must comply with the Fly America Act. In some instances, you 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 (FTR) guidelines sections [301-10.135-138](#).

**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. If traveling to and from the United States, and 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 travel time, including delays at origin, by 24 hours or more.
  
- II. If a U.S. flag air carrier does not offer nonstop or direct service from your origin to your destination for travel between the U.S. and another country, or if travel is solely outside of the U.S. and results in one of the following:**
  - Use of a U.S. flag air carrier increases the number of aircraft changes you must make outside of the U.S. by 2 or more.
  - Use of a U.S. flag air carrier extends your travel time by 6 hours or more.
  - Use of a U.S. flag air carrier requires a connecting time of 4 hours or more at an overseas interchange point.
  
- III. Use of a Foreign air carrier is necessary if one of the following applies:**
  - For medical reasons when the use of foreign carrier service is necessary to reduce the number of connections and possible delays in the transportation of persons with medical disability. A written statement by a competent medical authority stating that special accommodation is necessary must be attached to this form and must be submitted and approved by EEO/ER prior to booking travel. Send documents to: [eeo@gwu.edu](mailto:eeo@gwu.edu). For more information please see [Fly America Act and Open Skies Agreements Guidance](#).
  - Seat on U.S. flag air carrier in authorized class of service (lowest economy fare) is unavailable; seat on foreign air carrier in authorized class of service is available
  - Short-distance travel on a foreign carrier is three hours or less, and use of U.S. flag air carrier doubles the travel time
  - No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point to connect with U.S. flag air carrier service
  
- IV. Travel meets U.S. [Open Skies Agreements](#) with the European Union (EU), Switzerland, Australia, or Japan (Does not apply to [DoD](#) funds):**
  - Travel on a EU air carrier and point of origin/destination or a layover is one of the 29 EU Countries
  - Switzerland, Australia or Japan: Point of origin/destination was Switzerland, Australia or Japan and there was no city pair contract air carrier in place (<https://cpsearch.fas.gsa.gov/>)

**Remember, you must use a U.S. flag air carrier on every portion of the route where it provides service unless an enumerated exception applies.**

**Certification:** *I hereby certify that no U.S. flag air carriers meets the Fly America Act criteria at the time of my trip and that traveling on the foreign air carrier was a matter of necessity.*

Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Procurement & Travel Services \_\_\_\_\_ Date: \_\_\_\_\_

**Please forward the signed form to GW Procurement & Travel Services ([travel@gwu.edu](mailto:travel@gwu.edu)) for final certification.**