

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 TAMU Research Services 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 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 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 U.S. 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 outside 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.

If an exemption is needed:

1. Complete the form indicating the reason for the exemption
2. Attach a proposed itinerary of the trip
3. Fax to the TAMU – Research Services Office at (979) 862-4593 for approval (include your department fax number).

TAMU Research Services 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 any Travel Expenditure when submitted to the Financial Management Operations for auditing and imaging purposes.

Fly America Act Exception Form
For Use of Non-U.S. Air Flag Carriers

Traveler's Name(s): _____

Sponsor: _____

Project Title: _____

FAMIS Acct: _____ **Dept. Fax No.** _____

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 carrier is used on every portion of the route where it provides service unless, except for the leg between _____ and _____, where use of the U.S. flag carrier would: (check all that apply; Documentation is attached)
 - 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

 TAMU Research Services Approval Date