



## ASOR "FLY AMERICA ACT" EXCEPTIONS FORM

### INSTRUCTIONS

When a traveler uses a non-U.S.-flag carrier on travel to be charged to federally sponsored awards, this form, along with any relevant supporting documentation, must be completed and submitted for reimbursement.

### REQUIRED INFORMATION

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

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

Foreign Carrier \_\_\_\_\_ Dates of Travel \_\_\_\_\_

### EXCEPTIONS

All air travel on federal awards must comply with the Fly America Act (see ASOR's travel policy). In some instances, your airline 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 guidelines FTR 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. **There was no U.S. flag air carrier service available for this itinerary at the time of booking:**

Yes                       No

II. **Using a U.S. carrier service would extend travel time by 24 hours or more:**

Yes                       No

III. **You must use a U.S. carrier service on every portion of your route that it provides services, unless such use would:**

Increase the number aircraft changes you must make outside of the U.S. by 2 or more; or

Extend your travel time by 6 hours or more; or

Require a connection time of 4 hours or more at an overseas interchange point.

IV. **The flight time from origin to destination is less than 3 hours and using a U.S. flag carrier would double the flight time:**

Yes                       No

V. **There is an applicable Open Skies Agreement in effect that meets the requirements of the Fly America Act (not applicable if transportation is funded by Department of Defense):**

Yes                       No

Certification: 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 ASOR's policies. Per ASOR's travel policy, I have attached a) a detailed travel itinerary and b) 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 exception form.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date