



# Southern Methodist University

## GRANT AND CONTRACT ACCOUNTING

### Fly America Act - Exemption Request

This form is to determine if conditions warrant waiver of the Fly America Act (41 CFR Part 301-10) when a traveler uses a non-U.S.-flag carrier on travel charged to federally sponsored awards. **This form, along with relevant supporting documentation, must be completed and submitted with the expense reimbursement request.**

#### PROJECT INFORMATION

Traveler's Name: \_\_\_\_\_ Federal Project #: \_\_\_\_\_  
 Travel Dates: \_\_\_\_\_ Principal Investigator: \_\_\_\_\_  
 Travel Origination: \_\_\_\_\_ Travel Destination: \_\_\_\_\_

List or attach detailed itinerary of your travel, including name of air carrier and flight number for each leg of the trip:

#### EXEMPTION CRITERIA

All air travel on federal awards must comply with the Fly America Act. In some instances, your airline may use a non-U.S.-flag carrier if it meets one or more of the exception criteria listed in the Federal Travel Regulation guidelines FTR sections 301-10.135-135. 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 carrier.**

- I. **Travel To and From the United States:**
  - a. If a U.S.-flag 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:
    - i. Extend travel time, including delays at origin, by 24 hours or more.
  - b. If a U.S.-flag carrier does not offer nonstop or direct service from your origin to your destination, you must use U.S.-flag air carrier service on every portion of the route that it provides service, unless such use would:
    - i. Increase the number of aircraft changes you must make outside of the U.S. by 2 or more; or
    - ii. Extend your travel time by at least 6 hours or more; or
    - iii. Require a connecting time of 4 hours or more at an overseas interchange point.
- II. **Travel Between Two Points Outside the United States:**
  - a. You must always use a U.S.-flag carrier for travel, if available, unless when compared to using a foreign air carrier, such use would:
    - i. Increase the number of aircraft changes you must make en-route by 2 or more; or
    - ii. Extend your travel time by 6 hours or more; or
    - iii. Require a connecting time of 4 hours or more at an overseas interchange point.
- III. There was no U.S.-flag carrier service available for this itinerary at the time of booking:
  - a. Yes  No
- IV. **Travel met GSA's Open Skies Agreements/Fly America Exception Criteria and:**
  - a. Travel was not supported by a DoD project.

**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.

Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 PI Approval (if not traveler): \_\_\_\_\_ Date: \_\_\_\_\_  
 GCA Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_