



## CERTIFICATION OF USE OF FOREIGN CARRIER FOR ALL CALTECH TRAVEL

Traveler's Name: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Origin City: \_\_\_\_\_

Destination: \_\_\_\_\_

Please submit this certification with an original (or if not available, a copy) of your itinerary or electronic or paper airline ticket passenger receipt. Please be sure that the itinerary shows the Airline, Flight number, Flight Date and Origin/Destination of each flight.

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

**Date** \_\_\_\_\_

### Justification for using non US Air carriers on any Caltech funded project

Cost of ticket with foreign carrier was more prudent use of funds. (*This does not apply to Federally Funded Projects. Cost is not a valid justification on Federal Funds .*) Use the expenditure type "Travel- foreign unallocable" even if charging to non-federal funds. Documentation is required when a foreign air carrier is used for federally funded travel. See the "Fly America Act Exemption Certification at:

<http://procurement.caltech.edu/payment/travelpolicy.shtml>

\_\_\_\_\_ Use of foreign air carrier is a matter of necessity because of: (*Must check one below*) Use expenditure type "Travel - foreign allocable" if any of the justifications below are used:

\_\_\_\_\_ U.S. flag air carrier cannot provide the air transportation needed

\_\_\_\_\_ Use of foreign air carrier is necessary for medical reasons

\_\_\_\_\_ Use of foreign air carrier is required to avoid unreasonable risk to traveler's safety (*See 41 CFR 301-10.138(b)(2) for supporting evidence needed*)

\_\_\_\_\_ Seat on U.S. air carrier in authorized class of service is unavailable; seat on foreign air carrier in authorized class of service is available

\_\_\_\_\_ Other (Provide detailed explanation)

\_\_\_\_\_ Use of U.S. flag air carrier will not accomplish the Department's mission (Provide detailed justification)

\_\_\_\_\_ Bilateral or multilateral air transportation agreement. U.S. is a party and Dept. of Transportation determines agreement meets requirements of Fly America Act.

\_\_\_\_\_ No U.S. flag air carrier provides service on a particular leg of your route (*Travelers can only use foreign air carrier to or from the nearest interchange point to connect with a U.S. carrier*)

\_\_\_\_\_ A U.S. flag air carrier involuntarily reroutes traveler on a foreign air carrier

\_\_\_\_\_ Service on a foreign air carrier is three hours or less, and use of U.S. flag air carrier doubles in route travel time

\_\_\_\_\_ Air travel is between the U.S. and another country and use of a U.S. carrier on a nonstop flight extends travel time by 24 hours or more

\_\_\_\_\_ Any other air travel (*You must check at least one of the following statements to qualify for a waiver of the Fly America Act restrictions in this section*)

\_\_\_\_\_ Use of a U.S. carrier increases the number of aircraft changes outside the U.S. by two or more

\_\_\_\_\_ Use of a U.S. carrier extends travel time by six hours or more

\_\_\_\_\_ Use of a U.S. carrier requires a connecting time of four hours or more at an overseas interchange point

Remember, you **must use a U.S. flag air carrier on every portion of the route where it provides service** unless you qualify for a waiver.

USE OF CODE SHARE FLIGHTS and Fly America Act A code share is considered to be a US Carrier only when: On the ticket (or electronic record in the case of e-ticket or ticketless travel), the two letter airline code (or name) and flight number of a US Flag Carrier is used.

*For your convenience, here is a list of US Flag carriers.*

Code Airline

FL Air Tran  
AS Alaska Airlines  
AH Aloha Airlines  
HP America West Airlines  
AA American Airlines  
TZ/ATA (America Trans Air)  
CO Continental  
DL Delta  
HA Hawaiian Airlines  
NW Northwest Airlines  
NK Spirit Airlines  
UA United Airlines  
US US Airways