

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.htm>

_____ 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, *e.g.*

_____ 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 en 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