

**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