Caltech

Fly America Act (49 USC 40118) Exemption Certification
Documentation for Travel on a Non-U.S. Air Carrier

> **Instructions:** Please complete and submit this form with the traveler's expense report in CardQuest. Supporting documentation is required for every applicable exception. Travelers are expected to screenshot exceptions at the time of booking. Any travel that does not have supporting documentation will be considered unallowable and cannot be charged to a federal award. NOTE: This form is NOT required for travel booked through Corporate Travel Planners (CTP) or via CardQuest Travel Portal.

Part 1. Check All Applicable Exceptions (I-V)

I. **Travel to and from the United States (check all boxes that apply):**

    a. If a U.S. flag carrier offers nonstop or direct service (no aircraft change) from traveler origin to traveler destination, traveler must use a U.S. flag carrier service unless such use would:

        ☐ Extend travel time, including delays at origin, by 24 hours or more (requires documentation)

    b. If a U.S. flag carrier does not offer nonstop or direct service (no aircraft change) from traveler origin to traveler destination, traveler must use a U.S. flag air carrier service on every portion of the route that it provides service, unless such would:

        ☐ Increase the number of aircraft changes outside of the U.S. by 2 or more; or (requires documentation)

        ☐ Extend travel time by 6 hours or more; or (requires documentation)

        ☐ Require a connecting time of 4 hours or more at an overseas interchange point (requires documentation)

II. **Travel between two points outside of the United States (check all boxes that apply):**

    ▪ Traveler must always use a U.S. flag carrier for such travel, if available, unless when compared to using a foreign air carrier, such use would:

        ☐ Increase the number of aircraft changes outside of the U.S. by 2 or more; or (requires documentation)

        ☐ Extend travel time by 6 hours or more; or (requires documentation)

        ☐ Require a connecting time of 4 hours or more at an overseas interchange point (requires documentation)

III. **A U.S. flag air carrier service was not available for this itinerary at the time of booking** (requires documentation)**:**

    ☐ Yes ☐ No

IV. **Travel meets Fly America exception criteria (check all boxes that apply):**

    ☐ Use of foreign air carrier is necessary for medical reasons (additional supporting documentation required)

    ☐ Use of foreign air carrier is required to avoid unreasonable risk to traveler's safety (see 41 CFR 301-10.138(b)(2) for required supporting evidence)

☐ **For short distance travel**, U.S. flag carrier service is considered unavailable when the elapsed travel time on a scheduled flight from origin to destination by a foreign air carrier is *3 hours or less* **and** the use of a U.S. flag air carrier *doubles time enroute*. (requires documentation)

V. **Air travel meeting an Open Skies exception:**

☐ Air travel between the U.S. and the European Union (EU) and not supported by a Department of Defense (DOD) funded award.

☐ Air travel between the U.S. and either Australia, Switzerland, or Japan, and:

    a) No city pair contract fare exists/available (must verify this by entering traveler origin and destination on GSA website

    b) The traveler is using an air flag carrier to either Australia, Switzerland, or Japan; and

    c) Travel is not supported by a DOD funded award

☐ Air travel is between two points outside the U.S., no city pair contract fare (must verify by entering traveler origin and destination on GSA website is available, and travel is not supported by a DOD funded award.

Part 2. Traveler Information

Traveler Name: _____

The use of _____ between _____ and_____
                 Name of Foreign Air Carrier(s)   Airport Origin or City Destinations

on _____, is/was necessary as indicated above.
         Date of Travel

I attest that the exception criteria noted is true and accurate and understand that I have attached all applicable documentation.

_____   _____

Signature of Traveler or Authorizer   Date