

FLY AMERICA ACT (FAA) WAIVER CHECKLIST

*This form is used to determine if a waiver of the Fly America Act (41 CFR Part 301-10) could be allowable under the federal regulations. **This form must be completed and submitted along with the expense reimbursement request when foreign travel is booked through a foreign flag carrier, and a University-approved travel agent FAA waiver cannot be obtained.***

1. Use of a foreign air carrier is a matter of necessity because:
 - 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 CFG 301-10.138(b)(2) for supporting evidence needed.)*
 - Seat on U.S. flag air carrier in authorized class of service is unavailable; seat on foreign air carrier in authorized class of service is available. *(Provide detailed explanation along with supporting documentation from at least 2 U.S. flag carriers.)*
 - Use of U.S. flag air carrier will not accomplish the Department's mission. *(Provide detailed justification with supporting documentation from the federal sponsoring agency.)*
2. Code sharing agreement exists. U.S. is a party and the Department of Transportation determines agreement meets requirements of the Fly America Act. *(Payment must be received by the U.S. flag air carrier, not the foreign partner. Supporting documentation must be included.)*
3. No U.S. flag air carrier provides service on a particular leg of your route. *(Complete the Certification of Traveler statement below.)*
4. A U.S. flag air carrier involuntarily reroutes traveler on a foreign air carrier. *(Complete the Certification of Traveler statement below.)*
5. Service on a foreign air carrier is three hours or less, and use of U.S. flag air carrier doubles en route travel time. *(Complete the Certification of Traveler statement below.)*
6. Air travel is between the U.S. and another country and use of a U.S. flag air carrier on a nonstop flight extends travel time by 24 hours or more. *(Complete the Certification of Traveler statement below.)*
7. Other: *(You must check at least one of the following statements and complete the Certification of Traveler statement below.)*
 - Use of a U.S. flag air carrier increases the number of aircraft changes outside the U.S. by two or more.
 - Use of a U.S. flag air carrier extends travel time by six hours or more.
 - Use of a U.S. flag air carrier requires a connecting time of four hours or more at an overseas interchange point.

I certify that it is/was necessary to use the Foreign Air Carrier _____ on the travel dates of _____
and _____ from the location _____ to _____
_____ . I certify that I am compliant with the Fly America Act Exception selected above for
the following reason(s):

Name of Traveler

Signature of Traveler

Signature of Department Manager or Chair