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 the ticket was not booked through one of the University-approved travel agents.

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 CFR 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. (Provide supporting documentation from one of the University approved travel agencies that the leg could not be ticketed on a U.S. flag carrier utilizing a code sharing agreement with a foreign air carrier.)

4. A U.S. flag air carrier involuntarily reroutes traveler on a foreign air carrier. (Provide supporting documentation from the US Flag carrier of the occurrence.)

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. (Provide supporting documentation from one of the University approved travel agencies.)

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. (Provide supporting documentation from one of the University approved travel agencies.)

7. Other: (You must check at least one of the following statements and provide supporting documentation from one of the University approved travel agencies to qualify for a waiver under this section.)
   _____ 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.