

# HARVARD UNIVERSITY



## Fly America Travel Reimbursement Exception Form

Last Revised: March 24, 2020

Responsible Office: Office for Sponsored Programs

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### Instructions

When a traveler uses a non-U.S. flag air carrier for travel to be charged to a federally-funded award or federal cost share account, this form, along with any relevant supporting documentation, must be completed and submitted for reimbursement. Questions regarding U.S. flag carrier status should be directed to the Reimbursements and Card Services team (5-7760) or the travel contract manager in Strategic Procurement (5-9308).

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### Required Information

Concur Expense Report/Payment Request/Wasabi invoice number:

Requestor:

Award Fund Number:

Principal Investigator:

Travel Destination:

Foreign Carrier:

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### Fly America Exceptions

All air travel on federal awards must comply with the Fly America Act. In some instances, you may use a non-U.S. flag air carrier if it meets one or more of the exception criteria listed in the Federal Travel Regulation (FTR) guidelines sections 301-10.135-138. **Please check all applicable boxes below where exception criteria are met.** Please note that lower cost and personal convenience are not acceptable criteria for justifying the non-availability of a U.S. flag air carrier.

**I. If traveling to and from the United States, and a U.S. flag air carrier offers nonstop or direct service (no aircraft change) from your origin to your destination, you must use the U.S. flag air carrier service unless such use would:**

Extend travel time, including delays at origin, by 24 hours or more.

**II. If a U.S. flag air carrier does not offer nonstop or direct service from your origin to your destination for travel between the U.S. and another country, or if travel is solely outside of the U.S. and results in one of the following:**

Use of a U.S. flag air carrier increases the number of aircraft changes you must make outside of the U.S. by 2 or more.

Use of a U.S. flag air carrier extends your travel time by 6 hours or more.

Use of a U.S. flag air carrier requires a connecting time of 4 hours or more at an overseas interchange point.

**III. Use of a Foreign air carrier is necessary if one of the following applies:**

For medical reasons (a medical note is on file) or unreasonable risk to traveler's safety

A U.S. flag air carrier involuntarily reroutes traveler on to a foreign air carrier

Seat on U.S. flag air carrier in authorized class of service (lowest economy fare) is unavailable; seat on foreign air carrier in authorized class of service is available

Short-distance travel on a foreign carrier is three hours or less, and use of U.S. flag air carrier doubles the travel time

No U.S. flag air carrier service available on a particular leg of the travel itinerary at the time of booking

**IV. Travel meets U.S. Open Skies Agreements in accordance with FTR 301-10.135 (b) and FAR 47.403-2. (Does not apply to Department of Defense funds):**

1) Travel is between a point in the U.S. and a member country in the European Union, Norway or Iceland; or between two points outside the U.S.; **and** 2) the airline carrier is from a member country in the European Union open skies agreement with the U.S.

1) Travel is between a point in the U.S. and Switzerland; between the U.S. and Australia; or between the U.S. and Japan; or between two points outside the U.S.; **and** 2) the airline carrier is from the respective country that has an open skies agreement with the U.S.; **and** 3) a city pair contract does not exist for origin city to destination city in the online [City Pairs Program](#)

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**Certification**

*I hereby certify that my use of foreign air carrier met the Fly America Act exception criteria at the time of my trip as indicated above. The air travel expense is in compliance with the Federal Travel Regulations and University policies. I have attached required documentation to support this exception request.*

Reimbursee Name:

Reimbursee Signature and Date:

Reimbursement Approver Name:

Reimbursement Approver Signature and Date:

\* The FATREF Form must be approved by an authorized reimbursement approver at a department/local level managing unit or by a designated school/tub official in accordance with school/tub's policy.