

## FLY AMERICA ACT WAIVER CHECKLIST

- Foreign air travel on a non-U.S. air carrier and will be claimed as costs under an A or B Fund.
- Federal funds are not involved. (No additional documentation required).
- Use of foreign air carrier is a matter of necessity because of: *(Must check one below)*
- U.S. flag air carrier cannot provide the air transportation needed, e.g.
    - Use of foreign air carrier is necessary for medical reasons. (Attach medical release).
    - 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). (Attach rationale and justification).
    - 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. (Attach supporting documentation).
    - Other (Provide detailed explanation).
- Code Share Agreement. U.S. air carrier is a party and ticket itinerary show U.S. air carrier.
- 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). (Attach documentation showing no U.S. air carrier available).
- A U.S. flag air carrier involuntarily reroutes traveler on a foreign air carrier. (Attach rerouting documentation).
- Service on a foreign air carrier is three hours or less, and use of U.S. flag air carrier doubles en route travel time. (Attach supporting documentation listing available carriers and times).
- 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. (Attach supporting documentation listing available carriers and times).
- 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.
- (Attach supporting documentation listing available carriers and times).

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.

Project Director Name: \_\_\_\_\_ Fund Number: \_\_\_\_\_

Traveler: \_\_\_\_\_  
Signature Date

Travel Dates: \_\_\_\_\_

Financial Manager: \_\_\_\_\_  
Signature Date

Research Admin. & Finance: \_\_\_\_\_  
Signature Date