



Harvard University

FEDERAL AWARDS TRAVEL REIMBURSEMENT EXCEPTION FORM

INSTRUCTIONS

When a traveler uses a non-U.S.-flag air carrier on travel to be charged to federally sponsored awards, this form, along with any relevant supporting documentation, must be completed and submitted for reimbursement. Questions regarding US Flag carrier status should be directed to the Reimbursements and Card Services team 5-7760 or to the Travel contract manager in Strategic procurement 5-9308.

REQUIRED INFORMATION

Web Voucher/Wasabi Invoice Number:	Award Fund Number:
Web Voucher/Wasabi Invoice Requestor:	Principal Investigator:
Travel Destination:	Foreign Carrier:

"FLY AMERICA ACT" EXCEPTIONS

All air travel on federal awards must comply with the Fly America Act. In some instances, your airline 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 guidelines FTR 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. Travel To and From the United States:

- a. If 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.
- b. If a U.S.-flag air carrier does not offer nonstop or direct service from your origin to your destination, you must use U.S.-flag air carrier service on every portion of the route that it provides service, unless such use would:
 - Increase the number of aircraft changes you must make outside of the U.S. by 2 or more; or
 - Extend your travel time by at least 6 hours or more; or
 - Require a connecting time of 4 hours or more at an overseas interchange point.

II. Travel Between Two Points Outside the United States:

- a. You 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 you must make en-route by 2 or more; or
 - Extend your travel time by 6 hours or more; or
 - Require a connecting time of 4 hours or more at an overseas interchange point.

III. There was no U.S. flag air carrier service available for this itinerary at the time of booking:

- Yes No

IV. Travel met GSA's Open Skies Agreements/Fly America Exception Criteria

- There was no city pair contract in effect (<http://apps.fas.gsa.gov/citypairs/search/>)
- Travel was not supported by a DoD fund

Certification: I hereby certify that no U.S. flag carriers met the Fly America Act criteria at the time of my trip and that traveling on the foreign air carrier was a matter of necessity. The air travel expense is in compliance with the Federal Travel Regulations and University policies.

Reimbursee Signature

Date

PI Approval (if not reimbursee)

Date

Web Voucher/Invoice Approver Signature

Date