

FLY AMERICA ACT WAIVER CHECKLIST

Please provide documentation for all checked items

(To assist in determining qualification for a waiver of the restrictions of the Fly America Act under 41 CFR Part 301-10, check the applicable statement(s) below.)

_____ 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, for example:

_____ 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. air carrier in authorized class of service is unavailable; seat on foreign air carrier in authorized class of service is available.

_____ Other (Provide detailed justification.)

_____ Code sharing agreement exists. This two letter alpha code of a U.S. flag air carrier is clearly noted as part of the flight number on the airline ticket, flight coupon (boarding pass), or passenger receipt.

_____ Bilateral or multilateral air transportation agreement. U.S. is a party and Dept. of Transportation determines agreement meets requirements of Fly America Act.

_____ 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).*

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

_____ Service on a foreign air carrier is three hours or less, and use of U.S. flag air carrier doubles en route travel time.

_____ 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.

_____ 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.

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. If a travel expense is disallowed, the department accepts liability of charges with departmental funds or identifies a suitable non-federal funding source to cover the disallowance.

Name and Dept. of Traveler

Dept. Chair/ Unit Head Signature

Signature of Traveler

Date