**Fly America Act Waiver Checklist***Traveler: Use this checklist to determine qualification for a waiver of the restrictions for air travel
financed by federal funds, in accordance with the Fly America Act under* [*41 CFR Part 301-10*](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=0d5c9df0bb1f39581b73471ea76cd343&tpl=/ecfrbrowse/Title41/41cfr301-10_main_02.tpl)*).*

Please check the appropriate reason for exempting travel from a U.S. flag carrier and ***attach supporting documentation***, if necessary. Please note, the waiver may be applicable to only a portion of the trip.

1. [ ]  The use of a foreign air carrier is necessary because the U.S. flag carrier cannot provide the air transportation needed. Must check one statement listed below and attach supporting documentation.

[ ]  The use of a foreign air carrier is necessary for medical reasons.

[ ]  The use of a foreign air carrier is required to avoid unreasonable risk to the traveler's safety.

*(Supporting evidence is needed, as outlined in 41 CFR 301‐10.138(b)(2).)*

[ ]  A seat on a U.S. air carrier in an authorized class of service is unavailable, and a seat on a foreign air carrier in an authorized class of service is available.

[ ]  Other *(provide detailed justification memo under separate letterhead)*

1. [ ]  A bilateral or multilateral air transportation agreement exists. *(The Department of Transportation determines whether the agreement meets Fly America Act requirements.* [*Open Skies Agreements*](http://www.gsa.gov/portal/content/103191) *are nullified for Australia, Switzerland, and Japan by the number of* [*city-pair agreements*](http://apps.fas.gsa.gov/citypairs/search/) *in place. Therefore, it is likely that a U.S. flag air carrier would still have to be used. Evidence that no city-pair agreement exists must be submitted if the box is checked.)*
2. [ ]  No U.S. flag air carrier provides service on a leg of the route. *(Travelers can only use foreign air carriers to or from the nearest interchange point to connect with a U.S. carrier.)*
3. [ ]  The U.S. flag air carrier involuntarily reroutes traveler on a foreign air carrier.
4. [ ]  Excess travel time /or flight changes where:

[ ]  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

[ ]  use of a U.S. carrier for all non-stop travel between the U.S. and another country extends travel time by 24 hours or more.

Please note 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. Cost, convenience, or the destinations are not qualifying exceptions used to determine the non-availability of a U.S. flag air carrier. **THE SIGNED COMPLETED FORM SHOULD BE UPLOADED TO THE TRAVEL REQUEST IN THE CONCUR TRAVEL SYSTEM**

**I certify that the above is a complete and accurate statement to the best of my knowledge.**

Traveler’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Business Administrator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_