WHAT YOU NEED TO KNOW WHEN MAKING FLIGHT RESERVATIONS

IF BOOKING FLIGHT THROUGH CWT:

- CWT Counselors are trained on the FAA requirements and will ensure compliance.
- Traveler needs to provide the name of the federal funding agency supporting the travel as there are important restrictions if travel is supported with DOD and Military funds.
- Exceptions to FAA are required to be documented and certified. CWT will perform this certification and submit documentation along with the travel itinerary.

IF BOOKING FLIGHT THROUGH CONCUR:

- Traveler must know the name of the federal funding agency supporting the travel as there are important restrictions if travel is supported with DOD and Military funds.
- Concur uses the 🚧 symbol to identify flights that are FAA compliant based solely on the U.S. Open Skies Agreements.
  - Flights supported with DOD funds ARE NOT eligible for the Open Skies agreement. Traveler must fly on a U.S. flag air carrier, unless another FTR exception applies.
- Traveler should be aware of the FTR authorized exceptions to FAA.
- Exceptions to FAA must be documented and certified. The traveler will need to complete and submit the Certification of Exception to Fly America Act form to ensure compliance.
- Concur does not identify flights that are under a code share agreement.

IF BOOKING FLIGHT THROUGH OTHER SOURCES:

The University strongly recommends making reservations via CWT or Concur for flights supported with federal sponsored funds to ensure FAA compliance. Flight costs that are determined to be non-compliant will be disallowed on the federal award.

- Traveler must know the name of the federal funding agency supporting the travel as there are important restrictions if travel is supported with DOD and Military funds.
- Traveler should be aware of the FTR authorized exceptions to FAA
- Exceptions to FAA must be documented and certified. The traveler will need to complete the Certification of Exception to Fly America Act form to ensure compliance.