

Fly America Act Waiver Checklist



LAST UPDATED: 2/8/21

Please complete and submit this form with the traveler's expense report and supporting documentation. Note: This form is NOT required for travel booked through World Travel, Inc. or Concur.

Part 1. Travel Information

TRAVELER'S NAME		TRAVEL DATES	
AWARD NO.	NAME OF FEDERAL SPONSOR		NAME OF FOREIGN FLAG CARRIER
FLIGHT ORIGIN (AIRPORT OR CITY)		FLIGHT DESTINATION (AIRPORT OR CITY)	

Part 2. Check Applicable Exception

- Code share agreement exists. FAA compliance is satisfied only when the ticket, e-ticket or boarding pass identifies the U.S. flag air carrier's designator code and flight number.
- Travel is provided under U.S. Open Skies Agreements deemed compliant with Fly America Act:
 - Travel is between 1) a point in the U.S. and a member country in the **European Union, Norway or Iceland**; or 2) any two points outside the U.S. and the airline carrier is from a member country in the EU Open Skies Agreement with the U.S. **Note: Travel funded by Department of Defense is not allowable under the U.S. Open Skies Agreement.**
 - Travel is between 1) a point in the **U.S. and Switzerland; U.S. and Australia; or U.S. and Japan**; or 2) between two points outside the U.S. and the airline carrier is from the respective country authorized to serve under the U.S. Open Skies agreement AND a city-pair contract fare is NOT in effect for the travel route. **Note: Travel funded by Department of Defense is not allowable under the U.S. Open Skies Agreement.**
- No U.S. flag air carrier provides service on a particular leg of the route.
- A U.S. flag air carrier involuntarily reroutes the travel on a foreign air carrier.
- Service on a foreign air carrier is three hours or less, and use of a 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. flag air carrier on a nonstop flight extends travel time by 24 hours or more.
- If a U.S. flag air carrier does not offer a nonstop flight between your origin and destination for travel between the US and another country; **OR** if travel is solely outside the U.S. and results in one of the following (select applicable option):
 - Increase the number of aircraft changes you must make outside of the U.S. by two (2) or more.
 - Extend your travel time by at least six (6) hours or more.
 - Require a connecting time of four (4) hours or more at an overseas interchange point.
- Use of a foreign air carrier is deemed a necessity due to the following reason (select applicable option):
 - Use of the foreign air carrier is necessary for medical reasons.
 - Use of the foreign air carrier is required to avoid an unreasonable risk to the traveler's safety (e.g. terrorist threats).
 - Seat on a U.S. flag air carrier in authorized class of service is unavailable, and a seat is available in the authorized class of service on a foreign air carrier.

☞ Questions? Contact the Financial Service Center at (609) 258-3080 or email finance@princeton.edu.