

## Sponsored Projects Services

### Federal Grant Foreign Travel Form

**USE THIS FORM IF FOREIGN AIR TRAVEL IS BEING FUNDED BY THE FEDERAL GOVERNMENT**

- A.** Is the travel booked solely on a U.S. Carrier Airline?  Y  N **If Yes**, you need only to fill out Section A of the form. **If No**, please complete Section A and proceed to B. **Note:** If Section B and/or C apply, then PI signature is required.

Traveler's Name(s):		
UO Grant #:	Sponsor:	
Sponsor Award #:	Travel Dates:	
Trip Origin (From):	Trip Destination (To):	
<i>Please list the segments and the respective airline below (please attach documentation showing airline). Documentation throughout the worksheet can include printed information from a travel website such as Expedia, Travelocity, Orbitz, etc.</i>		
From:	To:	Airline:
From:	To:	Airline:
From:	To:	Airline:
From:	To:	Airline:

\*Note: If a foreign air carrier has a code sharing agreement with a U.S. carrier, the ticket must identify the U.S. airlines' designator code and flight number to be in compliance with the Fly America Act.

- B. The travel is not booked on a U.S. Carrier Airline because there are NO U.S. Carriers available, including no proper code share carriers available.**  Y  N
- a. If No, please proceed to section C. If Yes, please provide the following documentation:
    - i. Include copies of a general travel search showing no available U.S. Carrier options, or
    - ii. Attach an email or similar documentation showing that a Travel Agent has confirmed there are no U.S. Carriers available.
- C. Indicate the applicable Fly America Act exception(s) for the federally funded travel (circle the numbers that are applicable):**
1. **Open Skies Agreement** - Travel segment takes place on a carrier based in a member country (European Union (EU), Switzerland, Australia, or Japan) or between two points in a member country.
    - a. Airline Carrier Name and Country of Origin (*must* be a country in the EU, Switzerland, Australia, or Japan): \_\_\_\_\_
    - b. **European Union Travel (Including Iceland and Finland):** traveler **need not** worry about City Pairs. (note, travel in Switzerland requires the City Pair test)
      - Additionally, traveler may fly an EU airline for flights outside of the EU so long as it's a flight that originates, arrives, or stops in the EU.
        1. However, the EU airline must be authorized to serve the route under the Open Skies Agreement. If this is applicable, please contact your Post-Award SPA.
    - c. **Non-EU travel** but still an Open Skies country: each segment of travel must be a Non-GSA City Pair.
      - Non-GSA City Pair(s): \_\_\_\_\_ and \_\_\_\_\_
      - Include a copy of the GSA website showing the non-city pair (<http://cpsearch.fas.gsa.gov/>)
      - If multiple segments of Non-GSA City Pairs, attach additional page.
    - d. Confirm the sponsored project is **NOT** funded by the Department of Defense.

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2. U.S. flag carrier offers non-stop service or direct service (no aircraft change) from my original destination; however, use of U.S. carrier extends my travel time by 24 hours or more.
  - a. Total Time on U.S. Carrier Itinerary: \_\_\_\_\_
  - b. Total Time on Non-U.S. Carrier Itinerary: \_\_\_\_\_
    - Attach copies of the U.S. and Non-U.S. carrier itinerary
  
3. U.S. flag carrier does NOT offer non-stop or direct service (no aircraft change) between my origin and destination. Use of U.S. flag carrier (for a given segment) increases the number of aircraft changes made outside the U.S. by 2 or more.
  - a. Number of aircraft changes outside of the US with U.S. Carrier: \_\_\_\_\_
  - b. Number of aircraft changes outside of the US with Non-U.S. Carrier: \_\_\_\_\_
    - Attach copies of the U.S. and Non-U.S. carrier itinerary
  
4. U.S. flag carrier does NOT offer non-stop or direct service (no aircraft change) between my origin and destination. Use of U.S. flag carrier (for a given segment) extends travel time by 6 hours or more.
  - a. Total Time on U.S. Carrier Itinerary: \_\_\_\_\_
  - b. Total Time on Non-U.S. Carrier Itinerary: \_\_\_\_\_
    - Attach copies of the U.S. and Non-U.S. carrier itinerary
  
5. U.S. flag carrier does NOT offer non-stop or direct service (no aircraft change) between my origin and destination. Use of U.S. flag carrier (for a given segment) requires a connecting time of 4 hours or more at an overseas interchange point.
  - a. Single Connection Time (in excess of 4 hours) on U.S. Carrier Itinerary: \_\_\_\_\_
    - Attach copies of the U.S. and Non-U.S. carrier itinerary
  
6. Short distance travel (not applicable to segments of longer itineraries) where total flight time is 3 hours or less and use of U.S. Carrier would double the travel time.
  - a. Total Time on U.S. Carrier Itinerary: \_\_\_\_\_
  - b. Total Time on Non-U.S. Carrier Itinerary: \_\_\_\_\_
    - Attach copies of the U.S. and Non-U.S. carrier itinerary
  
7. Use of a foreign carrier is necessary for medical reasons, or to avoid unreasonable risk to traveler's safety
  - Please provide required supporting evidence outlined in 41 CFR 301-10.138(b)(2)

"I attest that the above information is true and accurate to the best of my knowledge."

PI Name: \_\_\_\_\_

PI Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Preparer Name: \_\_\_\_\_

**A note on involuntary rerouting:** If a U.S. Flag carrier involuntarily reroutes the traveler via a foreign air carrier, the travel is still compliant with Fly America.