



NORTHWESTERN UNIVERSITY

Foreign Air Carrier Exception / Fly America Act Waiver Form

The Fly America Act requires that foreign air travel funded by the U.S. Federal government shall take place on U.S. Flag air carriers unless one of the exceptions in the below checklist is applicable.

NOTE: US Flag carrier service is considered available even though:

- a) Foreign air carrier service could be provided at less cost or
b) Foreign air service is preferred by or is more convenient for the traveler

Instructions: Refer to ASRSP website page "Traveling on Sponsored Projects" section "Use of Foreign Air Carriers on Federal Funds" for more information.

This form is to be used to document the justification for an exception to the requirement that foreign air travel funded by the U.S. Federal Government shall take place on U.S. Flag air carriers. In order to assist a traveler in determining if a request complies with the law the form is divided into two sections

- a) a check list which identifies the acceptable reasons for waiver and
b) a certification statement which must provide detailed information about proposed or past flight.

Send completed and signed form with expense report to :
ASRSP-Evanston: Jany Raskina, y-raskina@northwestern.edu
or
ASRSP-Chicago: Rosanna Sian, m-sian@northwestern.edu

Checklist

Check at least one statement below to qualify for a waiver of the restrictions of the Fly America Act

- No U.S. flag air carrier provides service on a particular leg of the route. (Travelers may use foreign air carriers to or from the nearest interchange point with a U.S. Carrier). Submit a print out of the flight search from the travel agent with the expense report.
Use of foreign air carrier is necessary for medical reasons. Submit documentation of sponsoring agency approval with the expense report.
Use of foreign air carrier is required to avoid unreasonable risk to traveler's safety. Submit documentation of sponsoring agency approval with the expense report.
Service on a foreign air carrier is 3 hours or less and the use of a U.S. flag air carrier doubles time enroute. Submit a print out of the flight search from the travel agent with the expense report.
Air Travel is between U.S. and another country and use of a U.S. carrier on a non-stop flight extends travel time by 24 hours or more. Submit a print out of the flight search from the travel agent with the expense report.
Use of a U.S. carrier would increase the number of aircraft changes outside of the U.S. by 2 or more. Submit a print out of the flight search from the travel agent with the expense report.
Use of a U.S. carrier extends travel time by 6 hours or more. Submit a print out of the flight search from the travel agent with the expense report.
Use of a U.S. carrier requires a connecting time of 4 hours or more at an overseas interchange point. Submit a print out of the flight search from the travel agent with the expense report.
Use of foreign air carrier is permissible under the Open Skies Agreement.
See: Foreign Travel Flowchart (PDF).

Certification of Traveler

I certify that it is/was necessary to use
between _____ and _____ enroute from _____ to _____
Chartstring to which the travel is charged: _____

Name of Traveler

Signature of Traveler

Date

Sponsor