

GSA City Pairs Search

Purpose of this Guide

The purpose of this guide is to determine if there is a GSA city pair contract that would restrict your use of a foreign carrier for your international travel itinerary.

Background

When booking travel to a grant chartstring, the Fly America Act requires the use of a United States flag carrier. One exception to the Fly America Act is if an Open Skies Agreement is in place. The U.S. General Services Administration (GSA) offers discounted air fares to federal government travelers under the Open Skies Agreements between the U.S and Australia, between the U.S and Japan, and between the U.S. and Switzerland. When a GSA contracted airfare is available for the route (called a “city pair”), the Open Skies Agreements are nullified. *Even though NU employees cannot book travel at the GSA contracted rate, the Open Skies Agreements are still nullified.*

For travel between U.S and Australia, between the U.S and Japan, or between the U.S. and Switzerland, a GSA Airline city pairs search must be performed to determine if Swiss, Australian or Japanese airlines are allowable for the specific trip. When using an Australian, Japanese, or Swiss air carrier for travel between the U.S. and these respective destinations, a copy of the city pairs search results (showing no results) must be attached to your expense report for the trip.

Contacts

Chicago Campus

Rosanna Sian

m-sian@northwestern.edu

(312) 503-0835

Evanston Campus

Jany Raskina

y-raskina@northwestern.edu

(847) 491-4697

Instructions

If there is *not* a GSA city pair contract in effect and you are traveling between the U.S and Australia, you may use an Australian carrier; or if you are flying between the U.S and Japan, you may use a Japanese carrier; or if you are flying between the U.S. and Switzerland, you may use a Swiss air carrier.

To determine if there is city pairs contract in effect, go to the City Pairs Program search page on the GSA’s website: <http://apps.fas.gsa.gov/citypairs/search/>

GSA City Pairs Search

When you click on the GSA City Pairs Search link, you will be taken to the following screen. In order to complete the search, you must enter your Departure City and Arrival City. To execute the search, select the Federal fiscal year (October – September) when your trip will be taken.

For example, if you are traveling from the U.S. to Zurich, Switzerland, your entries would look like the following.

The screenshot shows the GSA website header with the logo and text "GSA U.S. General Services Administration" and "Federal Acquisition Service". Below the header is a blue navigation bar with "GSA Home". The main content area is titled "Airline City Pairs" and contains a "Fare Finder" section. A vertical "SEARCH" label is on the left. A note states: "Note: Information must be provided for at least one of the form fields below. For domestic routes, please use the airport code. City codes (e.g., Washington(WAS)) are for use with international routes. FY13 contract fares are provided for information purposes and will be available for reservations during FY13 (October 1, 2012 - September 30, 2013) unless the option period has been exercised to extend the FY13 contract period by one-month increments not to exceed December 31, 2013. FY14 contract fares are provided for information purposes and will be available for reservations during FY14 (October 1, 2013 - September 30, 2014)." The form has two rows: the first row has a dropdown menu showing "CHICAGO, IL [ORD]" and a text input field "Or Enter City or Airport Code"; the second row has a dropdown menu showing "ZURICH, SWITZERLAND [ZRH]" and a text input field "Or Enter City or Airport Code". At the bottom are buttons for "All FY13 Active", "Search FY14", "Search FY13", and "Help".

GSA City Pairs Search

For a trip taking place in Federal fiscal year 2014 to Zurich, Switzerland, the GSA City Pairs Search produced the following results.

The screenshot shows the GSA City Pairs Search interface. At the top, it displays the GSA logo and 'U.S. General Services Administration' on the left, and 'Federal Acquisition Service' on the right. Below this is a blue navigation bar with 'GSA Home' and 'City Pairs Program' links. Further down, there are links for 'Back', 'Help', and 'Home'. The main search area shows 'Chicago' in the 'Origin Airport' field and 'ZRH' in the 'Destination Airport' field. The 'TO' field is empty. Below the search fields, there are tabs for 'Government Fares' and 'Contract Dates'. A message box states: 'There are no awards for the requested citypair.'


There are no awards for the requested city pair. This means that it is permissible to fly with a Swiss, carrier for this itinerary. Please note these search results must be retained and attached to your expense report.

In another example, if you are traveling from Tokyo, Japan to the U.S., your entries would look like the following.

The screenshot shows the 'Airline City Pairs' search interface. At the top, it displays the GSA logo and 'U.S. General Services Administration' on the left, and 'Federal Acquisition Service' on the right. Below this is a blue navigation bar with 'GSA Home' link. The main heading is 'Airline City Pairs'. Below the heading is a 'Fare Finder' section. A vertical 'SEARCH' label is on the left. A note states: 'Note: Information must be provided for at least one of the form fields below. For domestic routes, please use the airport code. City codes (e.g., Washington(WAS)) are for use with international routes. FY13 contract fares are provided for information purposes and will be available for reservations during FY13 (October 1, 2012 - September 30, 2013) unless the option period has been exercised to extend the FY13 contract period by one-month increments not to exceed December 31, 2013. FY14 contract fares are provided for information purposes and will be available for reservations during FY14 (October 1, 2013 - September 30, 2014).' Below the note are two dropdown menus. The first is set to 'TOKYO, JAPAN [TYO]' and the second is set to 'CHICAGO, IL [CHI]'. Below each dropdown is a text input field with the prompt 'Or Enter City or Airport Code'. At the bottom of the search area are four buttons: 'All FY13 Active', 'Search FY14', 'Search FY13', and 'Help'.

GSA City Pairs Search

For a trip taking place in Federal fiscal year 2014 from Tokyo, Japan, the GSA City Pairs Search produced the following results.

 U.S. General Services Administration Federal Acquisition Service									
GSA Home					City Pairs Program				
Back Help Home									
TYO					TO				
Chicago									
Click on the fare to view Fuel Surcharge and Baggage Fees					Government Fares			Contract Dates	
Origin Airport	Destination Airport	Airline	Serv	YCA	-CA	-CB	Effective	Expiration	
TOKYO	CHICAGO	United	N	770.00	520.00	8536.00	10/01/2013	09/30/2014	

Since the government fares and contract date information fields were populated, this means there is a city pair agreement in place. Therefore, it is *not* permissible to fly a Japanese carrier for this destination. Please note these search results must be retained and attached to your expense report.