



Controller's Office

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Fly America Guidelines

Fly America Act (49 U.S.C. 40118) states that all air travel and cargo transportation services funded by the federal government are required to use a “U.S. flag” air carrier service. A complete list of certified U.S. carriers is available at the [U.S. Department of Transportation](#).

This requirement will apply to all faculty, staff and students who will be traveling, either domestically or internationally, using federal funds. For travel using non-federal funds, this will only apply if the sponsor indicates in the award that there is a Fly America requirement.

You cannot cross the U.S. border to use a foreign airline to avoid the Fly America Act.

Code Sharing

Two or more airlines may “code share” a flight by publishing and marketing the same flight under their own airline designators and flight numbers. A traveler may purchase a seat on the airline’s designator and flight number. The flight must be purchased via the U.S. airline’s designator and flight number if the flight is shared between an U.S. and a foreign airline.

Example:

- **Allowable:** American Airlines (AA) 1234
operated by Qantas Airways (QF) 4321
- **Unallowable:** QF 4321 operated by AA 1234

Open Skies Agreements

The U.S Government and the governments of foreign countries have bilateral or multilateral agreements that allow travelers to use foreign air carriers from these countries for government-funded international travel.

There are many Open Skies Agreements but only (4) four agreements meet Fly America Act requirements.

1. Australia
2. European Union (28 countries)
3. Japan
4. Switzerland

Please note: Travelers being reimbursed with Department of Defense funding **cannot** claim an Open Skies exception.

For further information on Open Skies Agreements, please visit the [Fly America Act](#) website.

City Pair Program (CPP)

The City Pair Program offers discounted fares for federally funded travel. A City Pair check is required between any point in the U.S. to any point in an open sky non-EU member state (Australia, Japan, Switzerland). Airline City Pairs can be found using the [CPP Search tool](#).

Canadian Travel

Canadian based airlines (Air Canada, WestJet) do not qualify for an exception under Open Skies. Another Fly America exception must be claimed.

Exceptions to Fly America

There are some circumstances where it's not reasonable to use a U.S. flag air carrier, and an exception is required.

- When a U.S. air carrier is not available.
- When using a U.S. carrier service would extend the travel time by 24 hours or more.
- When a U.S. carrier does not offer a nonstop or direct flight between origin and destination, and using a U.S. carrier:
 - Increases the number of aircraft changes outside the United States by two or more;
 - Extends travel time by six hours or more; or

- Requires a connecting time of four hours or more at an overseas interchange point.
- When the flight time from origin to destination is less than three hours and using a U.S. flag carrier doubles the flight time.
- When there is an applicable Open Skies Agreement in effect that meets the requirements of the Fly America Act.

Ticket cost and convenience are **NOT** exceptions to the Fly America Act.

[Fly America Travel Reimbursement Exception Form](#) must be completed for all allowable Fly America exceptions. This form along with other relevant supporting documentation must be completed and submitted with the expense report for reimbursement.