FOREIGN TRAVEL
on Sponsored Federal Awards

1. Government Funded
   Government funded sponsored travel by DOD, Air Force, Army or Navy required to use a U.S. air carrier unless the travel qualifies for the Fly America Act exemption — Proceed to Step 7
   All government funded sponsored travel must use U.S. air carrier — Proceed to Step 2

2. Entire Destination
   Able to use a U.S. carrier or “code share” for the entire destination — Proceed to Step 3
   Not able to use a U.S. carrier or “code share” for the entire destination — Proceed to Step 4

3. Code Share
   Code share is defined as the purchase of a ticket (U.S. air carrier must be identified on the ticket purchased) through a U.S. flag airline but actually flying on the U.S. airline’s foreign airline partner — Proceed to Step 10

4. Options
   Traveling between the U.S. and the European Union (EU); may fly on a U.S. carrier or EU airline — refer to the list of EU Countries — Proceed to Step 5
   Traveling between the U.S. and Australia, Switzerland, or Japan — Proceed to Step 6
   Traveling between the U.S. and other foreign countries — Proceed to Step 8

5. Open Skies Agreement
   Refer to the Fly America Act “Open Skies Agreement”

6. Exemptions
   Must meet the requirements as noted in the Fly America Act in FTT 301-10.135 (a), (d), (e), (f), and (g)

7. Fly America Act
   Traveling between any two points outside of the U.S. refer to the Fly America Act

8. OCG Can Help
   If you have questions, contact ocgtravel@colorado.edu

9. Book Your Flight
   Work with your travel unit

Office of Contracts and Grants
UNIVERSITY OF COLORADO BOULDER
Foreign Travel
Frequently Asked Questions

What is the Fly America Act?
Government funded travel on grants and contracts at CU is subject to the “Fly America Act” which stipulates that air transportation must be performed by a United States flag air carrier or under a code-sharing arrangement with a foreign flag air carrier if service provided by such a carrier is available, regardless of cost or convenience.

What does United States mean?
For purposes of the use of United States flag air carriers, “United States” means the 50 states, the District of Columbia, and the territories and possessions of the United States.

What is a U.S. flag air carrier?
It is an air carrier that holds a certificate under 49 U.S.C. 41102, but does not include a foreign air carrier operating under a permit. The full list can be found on U.S. Department of Transportation’s website.

How do I determine if I can use a non-U.S. air carrier?
Review the Fly America Desk Reference on the OCG website to determine if a non-U.S. air carrier can be used. If it is determined that a non-U.S. air carrier can be used, the Fly America Act Waiver form can be used to document why a particular carrier can be used. These resources are both available on the OCG website. If you have any questions, email ocgtravel@colorado.edu.

I can get a much cheaper rate if I use a European carrier when I travel for my project with the DOD or by a department of the U.S. Military. May I do that and save the project some money?
No. You must use a U.S. air carrier regardless of cost on a project funded by the DOD or by a department of the U.S. Military.

One leg of my trip is not on a U.S. air carrier because a U.S. carrier does not go to the destination. What do I need to do?
It should be documented why a non-U.S. air carrier is being used. This can be done using the Fly America Act Waiver form found on the OCG website.

Does OCG need to approve the Fly America Act Waiver?
No. Only the traveler and the principal investigator (if not the traveler) need to sign the form. The completed form should be attached to the other trip records, such as the travel authorization and expense report and kept with the award records with the department.

My PI has funding from both federal and non-federal sponsors. Are there rules relating to travel costs charged to federal awards that are different than those for non-federal awards?
Yes. Any travel costs charged to federal awards must comply with federal regulations, including the requirement to book the lowest economy airfare and comply with the Fly America Act. When traveling on non-federal awards, unless specifically prohibited in the terms and conditions of the award agreement, travel does not need to meet the Fly America Act requirement. Regardless of the sponsor, University of Colorado's travel policy is in effect.

Are economy upgrades on a federal award allowable?
Generally not, unless you meet an exception specified in the federal regulations and you are able to meet University of Colorado's travel policy.

May I travel by a foreign air carrier if the cost of my ticket is less than traveling by a U.S. flag air carrier?
No. Foreign air carrier service may not be used solely based of the cost or convenience.

Reference Websites
Fly America Act & Open Skies Agreements https://www.gsa.gov/portal/content/103191
Certificated Air Carriers List https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list
OCG Fly America Act Waiver http://www.colorado.edu/ocg/forms