Travel Policy Fly America Act
Compliance Presentation

Presented by:
Travel Services
Agenda

• Fly America Act
• Exceptions
• Open Skies Agreement
• Documentation Requirements
• Good News and Bad News
• CTP demo
Travel on Federal Funds

Federal regulations require (coach or equivalent), the lowest commercial discount airfare to be charged to a federal sponsored award

– No Business Class
– No First Class

Unless a medical exception is noted
Fly America Act

- Travelers are required by 49 U.S.C. 40118, (Fly America Act), to use U.S. air carrier service for all travel funded by United States Government.
- Compliance with the Fly America Act is the responsibility of the traveler and department.
- To ensure compliance with the Fly America Act, travelers are encouraged to use Caltech’s preferred travel agency, CTP or the CardQuest travel portal.
Fly America Act

• Requires the use of a U.S. air carrier for all travel supported by federal funds unless:
  – A U.S. air carrier is not available
  – The trip qualifies for an exception as applicable under the Fly America Act
Fly America Act

Exceptions

• Airfare is not funded by U.S. federal funds
• Code Share Agreement
• Fly America Act Waiver Checklist
  • No US carrier services a particular leg of route
  • U.S. carrier involuntarily re-routed traveler
  • U.S. carrier extends travel time by 6 hours or more hours
• Checklist must be submitted with Travel Expense Report (with supporting documentation if necessary)
• Open Skies Agreement
A code share agreement is an arrangement where two or more airlines share the same flight. A U.S. air carrier may sell a seat on a flight that is actually operated by a foreign air carrier under a different flight number or code.

Fly America Act is only satisfied when the ticket or documentation for an electronic ticket identifies the U.S. flag carrier’s designator code and flight number.

- The ticket must show that a U.S. air carrier is the payee.
Fly America Act

Compliance with Fly America Act (continued)

Code Share Agreement examples:

Compliant – Delta Airlines shown (DL 8399) on the ticket, e-ticket or boarding pass

This ticket identifies Air France (AF) as the air carrier. Because Air France is not a U.S. Carrier, this ticket is not in compliance with Code Share Agreement.

Non-Compliant – Air France (AF 0337) on the ticket, e-ticket or boarding pass
Fly America Act

Exceptions

Travel charged on a federal grant or contract must be booked using a U.S. carrier except in the following circumstances:

- When the use of a U.S. carrier service would extend travel time (including delay at origin) by 24 hours or more.
- When a U.S. carrier does not offer non stop or direct service between origin and destination.

Note: When applying an exception to the Fly America Act, documentation (i.e. screenshot) supporting the exception must be retained at the time of booking and attached in CardQuest.

caltech.edu
Fly America Act

Exceptions (Continued)

A U.S. carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

- Increase the number of aircraft changes outside the United States by **two or more**
- Extend travel time by at least **six hours or more**
- Require a connecting time of **four hours or more** at an overseas interchange point

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*Note: When applying an exception to the Fly America Act, documentation (i.e. screenshot) supporting the exception must be retained at the time of booking and attached in CardQuest*
Fly America Act

Documentation example: No U.S. Carrier available

Screenshot must identify no U.S. Carrier available

Fill out waiver form with screenshot
Open Skies Agreement

Refers to air transport agreements between the US government and foreign nations
Fly America Act

Exceptions (Continued)

Open Skies Agreement

• An agreement between the United States government and the government of a foreign country.
• Allows the use of foreign carrier when that airline is a member’s state carrier, and transportation
  – is between the United States and any point in the member state or between two points outside the United States
• Not allowed on DOD funding (Army, Air Force etc.)

Note: When applying an exception to the Fly America Act, documentation (i.e. screenshot) supporting the exception must be retained at the time of booking and attached in CardQuest
Open Skies Agreement

– U.S. has negotiated Open Skies agreements with countries

Current Open Skies
• U.S. & European Union

Restricted Open Skies – (City Pair verification)
• U.S. & Australia
• U.S. & Japan
• U.S. & Switzerland

Note: Not allowed on DOD funding Army (ARO), Air Force (AFOSR), Navy (ONR) etc.
What is a City Pair Program?

City Pair:
- Offers government negotiated reduced fares for flights between certain cities, for federal employees only
- GSA specific website:
GOOD NEWS & BAD NEWS
The Bad News
What has changed?

Caltech is clarifying our understanding of the Open Skies Agreement:

– Clarification

• U.S. and Australia (Restricted)
• U.S. and Japan (Restricted)
• U.S. and Switzerland (Restricted)

– Restricted Open Skies: If a city pair contract exists, U.S. carrier must be used (affects travel to and from Japan, Switzerland, Australia)

<table>
<thead>
<tr>
<th>Australia</th>
<th>Switzerland</th>
<th>Japan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qantas</td>
<td>Swiss Airline</td>
<td>Nippon Airways</td>
</tr>
<tr>
<td>Virgin Australia</td>
<td></td>
<td>Japan Airlines</td>
</tr>
</tbody>
</table>
City Pair Program

City Pair:

– If a city pair agreement is in effect, you may **not** claim an Open Skies exception

– Must fly on U.S. flag carrier, unless another FTR exception applies
City Pair Program (documentation example)

No city-pair contract exists between SFO and Geneva

(http://apps.fas.gsa.gov/citypairs/search/index.cfm?ft)
If a city-pair contract exists- a U.S. flag carrier or another exception will have to be found
What else has changed?

Waiver form requirements:
- Documentation is **required for all permitted exceptions**
- **includes EU Open Skies Agreement**

<table>
<thead>
<tr>
<th>European Union (EU) Countries &amp; Carriers</th>
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</thead>
<tbody>
<tr>
<td>Austria – Austrian Airlines</td>
<td>Italy - Alitalia</td>
</tr>
<tr>
<td>Belgium – Brussels Airlines</td>
<td>Lativa – airBaltic</td>
</tr>
<tr>
<td>Bulgaria – Bulgarian Airlines</td>
<td>Lithuania – None under Open Skies</td>
</tr>
<tr>
<td>Croatia – Croatia Air</td>
<td>Luxembourg - Luxair</td>
</tr>
<tr>
<td>Cyprus – Cyprus Airlines</td>
<td>Malta – Air Malta</td>
</tr>
<tr>
<td>Czech Republic – Czech Airlines</td>
<td>Netherlands – KLM Royal Dutch Airlines</td>
</tr>
<tr>
<td>Denmark – Scandinavian Airlines System</td>
<td>Norway* - Scandinavian Airlines System</td>
</tr>
<tr>
<td>Estonia – Estonian Air</td>
<td>Poland – LOT Polish Airlines</td>
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<tr>
<td>Finland - Finnair</td>
<td>Portugal – TAP Air Portugal</td>
</tr>
<tr>
<td>France – Air France</td>
<td>Romania - TAROM</td>
</tr>
<tr>
<td>Germany – Air Berlin, Lufthansa</td>
<td>Slovakia – None under Open Skies</td>
</tr>
<tr>
<td>Greece – Olympic Air</td>
<td>Slovenia – None under Open Skies</td>
</tr>
<tr>
<td>Hungary – Malev Hungarian Airlines</td>
<td>Spain – Air Europa, Iberia, Spainair</td>
</tr>
<tr>
<td>Iceland* - Icelandair</td>
<td>Sweden – Scandinavian Airlines System</td>
</tr>
<tr>
<td>Ireland – Aer Lingus</td>
<td>United Kingdom – bmi, British Airways, Virgin Atlantic</td>
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</tbody>
</table>

*Iceland and Norway are not members of the EU but are included in the EU Open Skies Agreement*

*Note: Flights may be made on EU airline as long as it is not on DOD Funds and Flight is either to or through a EU Country*
Documentation Requirements

Waiver form requirements:
- Documentation is required for all permitted exceptions
- Includes Open Skies Agreement
Fly America and Open Skies Decision Tree

Relationship of Fly America Act to Open Skies Agreements

1. Federal Funds?
   - Yes
   - No

2. DoD Funds?
   - Yes
   - No

3. Travel between US & Switzerland, US & Japan, US & Australia*
   - Yes
   - No

4. Travel between US & EU, Iceland or Norway**
   - Yes
   - No

5. GSA City Pair Fare Available?
   - Yes
   - No

6. Traveler eligible for GSA City Pair Fares?
   - Yes
   - No

Follow Fly America Act

Member country airlines may be used

Follow Fly America Act
The Good News
How to avoid the waiver form & City Pair lookup

Book with CTP! Book through the portal or with an agent!
How can CardQuest Travel Portal Help You with Fly America and Open Skies?

The system and agency validates permitted exceptions and tracks compliance with the Fly America Act.

- Travelers need to be aware but do **not** need to know all the specific details related to Open Skies.
- The Travel Portal will determine appropriate air carriers based on Rule Class Selected
- All Open Skies Carriers are uploaded into the Travel Portal
- City Pair Check is automatically completed (if necessary)
## Summary

Effective for all air travel booked on and after May 1, 2018

<table>
<thead>
<tr>
<th>Booking with CTP</th>
<th></th>
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<tbody>
<tr>
<td><strong>No</strong> waiver form required (exception captured by agent or system)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Booking outside of CTP (documentation required)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Waiver Form</td>
<td></td>
</tr>
<tr>
<td>✔ Screen shot or copy of flight schedules documenting exception</td>
<td></td>
</tr>
<tr>
<td>✔ Screen shot of City Pair verification (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>
How to book with CTP

Domestic & International Agents

Hours
M-F 8am-5pm PST

Agent Assist
844-688-7601 (toll free)

E-mail: caltech@ctp-travel.com

CTP Online Help Desk

Hours
M-F 8am-5pm PST

Online Assistance
877-727-5188 (toll free)

E-mail: online@ctp-travel.com
Questions?