



Fly America Travel Reimbursement Exception Form (FATREF)

Last Revised: March 2025

Responsible Office: Office for Sponsored Programs

Instructions

Airfare charged to federal sponsored awards or federal cost share accounts must comply with the Fly America Act. In order for airfare purchased with a non-U.S. flag air carrier on international travel to be charged to a federally funded award or federal cost share account, **this form and the flight itinerary, along with any other relevant supporting documentation for the exception, must be provided. This form must be completed at the time of reimbursement and included in the reimbursement request in order to be approved.**

Prior to booking travel, please review the Sponsored Travel Guidance as well as the Fly America Act and Open Skies Decision Tree. In addition, please review the terms and conditions of the award to ensure that using a non-U.S. flag air carrier is allowable based on the exceptions below. Questions regarding U.S. flag carrier status can be directed to Stacey Clifton at stacey_clifton@harvard.edu or fad_travelmgr@harvard.edu.

Note: Using Harvard's preferred vendors is strongly recommended when booking travel. When using Harvard's preferred vendors, inform them that federal funds are being used to book travel, so they can ensure compliance with the Fly America Act and with registering international travel with Global Support Services. **Reminder: Travelers are required to [register international travel](#) and approvers (Concur and/or B2P) are responsible for confirming that reimbursement documents for international travel include proof of International SOS registration or Missing International Registration Form.**

Required Information

Concur Expense Report/B2P Nonemployee Reimbursement/Wasabi invoice number (if available):

FATREF Preparer Name: _____

Award Fund Number: _____

Principal Investigator: _____

Traveler Name: _____

Travel Destination: _____

Foreign Carrier(s): _____

Flight Number(s): _____

Fly America Exceptions

All air travel on federal awards must comply with the Fly America Act. In some instances, a non-U.S. flag air carrier can be used if it meets one or more of the exception criteria listed in the Federal Travel Regulation (FTR) guidelines sections 301-10.135-138. Please check all applicable boxes below where exception criteria are met and provide supporting documentation for the exception. Exceptions documentation should align with the provided flight itinerary and other supporting documentation.

Please note that lower cost and personal convenience are not acceptable criteria for justifying the non-use of a U.S. flag air carrier.

I. If traveling between the United States and another country, and a U.S. flag air carrier

offers nonstop or direct service (no aircraft change) from your origin to your destination, a U.S. flag air carrier service must be used, unless such use would result in the following:

- Extend travel time, including delays at origin, by 24 hours or more.

Example of supporting documentation: Support may include a screenshot of search results including the search date within three business days of booking showing the delays if the U.S. carrier is used.

II. If a U.S. flag air carrier does not offer nonstop or direct service from the point of origin to the final destination for travel between the U.S. and another country, or if travel is solely outside of the U.S. and results in one of the following:

- Use of a U.S. flag air carrier increases the number of aircraft changes you must make outside of the U.S. by 2 or more.
- Use of a U.S. flag air carrier extends your travel time by 6 hours or more.
- Use of a U.S. flag air carrier requires a connecting time of 4 hours or more at an overseas interchange point.

Example of supporting documentation: Support may include a screenshot of search results displaying the search date within three business days of booking, showing the delays or aircraft changes for the U.S. flag carrier (i.e., screenshot, pdf printout of results in a web browser).

III. Use of a Foreign air carrier is necessary because one of the following applies:

- For medical reasons (a medical note is on file) or unreasonable risk to traveler's safety.

Example of supporting documentation: Support should confirm medical note is on file. A copy of the medical note should not be included.

- A U.S. flag air carrier involuntarily reroutes the traveler on to a foreign air carrier.
- Seat on U.S. flag air carrier in an authorized class of service (lowest economy fare) is unavailable; seat on foreign air carrier in authorized class of service is available.

- Short-distance travel on a foreign carrier is three hours or less, and use of U.S. flag air carrier doubles the travel time.
- No U.S. flag air carrier service is available on a particular leg of the travel itinerary at the time of booking.

Example of supporting documentation: Support may include a screenshot of search results displaying the search date within three business days of booking, showing the extended travel time, seat class information, no U.S. flag air carrier service available or rerouting for the U.S. flag carrier (i.e., screenshot, pdf printout of results in a web browser).

IV. Travel meets U.S. [Open Skies Agreements](#) in accordance with FTR 301-10.135 (b) and FAR (Federal Acquisition Regulation) 47.403-2. Open Skies Agreements do not apply if travel is funded by the Department of Defense (DOD), including the U.S. Military (Army, Navy, and Air Force).

- Travel is between a point in the U.S. and a member country in the European Union, Norway, or Iceland; or between two points outside the U.S.; **and 2)** the airline carrier is from a member country in the European Union open skies agreement with the U.S.
- The airline carrier is from a member country in the European Union open skies agreement with the U.S.; **and 2)** the origin or destination is in a third country and the flight stops in the EU. Please note that the EU open skies agreement is the only one that allows for an origin or destination in a third country as long as the flight stops/lands in the EU.
- Travel is between a point in the U.S. and Switzerland; between the U.S. and Australia; or between the U.S. and Japan; or between two points outside the U.S.; **and 2)** the airline carrier is from the respective country that has an open skies agreement with the U.S.

Examples of supporting documentation: confirm compliance with Open Skies Agreements in reimbursement request (such as this form, a note or screen shot).

Certification

I hereby certify that use of the foreign air carrier(s) met the Fly America Act exception criteria at the time of the trip as indicated above. The air travel expense complies with the Federal Travel Regulations and

University policies. I have attached the required documentation to support this exception request.

Reimbursee or Traveler Name: _____

Reimbursee or Traveler Signature and Date: _____

FATREF Approver Name: _____

FATREF Approver Signature and Date: _____

Note: The FATREF is not considered complete unless all signatures are obtained. **It must be approved by an authorized reimbursement approver** at a department/local level managing unit or by a designated school/tub official in accordance with school/tub's policy. See [OSP's Sponsored Travel Guidance](#) for list of approvers.