International Travel and Fly America Act

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Why is this important?

- Federal Regulations
- Internal Audit on International Travel
Regulation

• International Air Transportation Fair Competitive Practices Act of 1974
  • Use US air carriers
• 1979 - 49 U.S.C. 40118 or “Fly America Act”
  • Use of foreign air carriers between two foreign points
  • US government allowed to negotiate agreements with foreign governments for airfare
• 1996 – Regulations allowing foreign air carrier when “determined necessary”
• Travelers are required to use U.S. air carrier service for all air travel and cargo transportation services funded by the U.S. government (GCA01 projects)
• Regardless of cost or convenience
Exceptions

• Foreign carriers that code share with a U.S. flag carrier are allowed to be used.
  • Code sharing occurs when two or more airlines ‘code’ the same flight as if it was their own.
• Open Skies Agreements - 2010
• Other exceptions
## Decision Matrix

<table>
<thead>
<tr>
<th>Action</th>
<th>Carrier</th>
<th>Exception notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic travel – does not include Mexico and Canada</td>
<td>US carrier</td>
<td>No exception</td>
</tr>
<tr>
<td>Travel funded by DoD grant</td>
<td>US Carrier</td>
<td>Other exceptions per previous slide</td>
</tr>
<tr>
<td>Travel funded by other federal funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) To EU countries</td>
<td>US/EU Carrier</td>
<td>Open Skies agreement, Other exceptions per previous slide</td>
</tr>
<tr>
<td>b) Within EU Countries</td>
<td>EU Carrier</td>
<td>Open Skies agreement</td>
</tr>
<tr>
<td>c) Through EU Countries</td>
<td>US/EU Carrier until the EU destination</td>
<td>Open Skies agreement</td>
</tr>
<tr>
<td>d) To Australia/Switzerland, Japan</td>
<td>If City Pair check provides a contracted rate, then US Carrier is required. If there are no contracted rates, then Australia/Swiss/Japan airlines may be used</td>
<td>Check for city pair rates here – <a href="https://cpsearch.fas.gsa.gov/">https://cpsearch.fas.gsa.gov/</a></td>
</tr>
<tr>
<td>e) All other countries</td>
<td>US Carrier</td>
<td>Other exceptions per previous slide</td>
</tr>
</tbody>
</table>
Process – Best Practices

• Proposal budget justification
  • Is the international travel relevant to and benefits the scope of the award?
  • Does the international travel:
    • occur within the award period?
    • require the use of a non-U.S. air carrier?
    • require any special arrangements (visas, etc.)?

• Award receipt
• Post award budget request
• Before traveling
  • Travel authorization – required for travel outside of the U.S. and Canada
  • Travel agent
Process – documentation

- As a part of your travel justification, please note that this is an exception to the most economical flight because it falls under the jurisdiction of the Fly America Act. Please include a certification that includes the following pieces as a part of your PurCard back up or travel back up.

- The certification must include:
  (a) Your name;
  (b) The dates that you traveled;
  (c) The origin and the destination of your travel;
  (d) A detailed itinerary of your travel, name of the air carrier and flight number for each leg of the trip; and
  (e) A statement explaining which of the exceptions in the SPA website or in FTR 301-10.135-301-10.138 are applicable and why.
Plans for the future

• Move standard training to BlackBoard
• Add links to:
  • Travel policy
  • International Travel FAQ
  • Travel web page
  • PurCard web page
• Update attestation on T&E form and PurCard journal
Scenario 1

• Travel to Germany on an NIH grant
Scenario 2

- Travel to Germany from Montreal on an NIH grant
Scenario 3

• Travel to Tokyo, Japan on a DoD grant
Scenario 4

• Travel to India on an USDA grant
Scenario 5

- Travel to Bangladesh on an USDA grant on a United/Lufthansa Code share flight with Flight # UA 913/UA 4351-LF 472
Putting it in perspective

- FY 16 Foreign Airfare (account 60521) $510,664
  - Paid with a UVM PurCard $401,883 79.00% of foreign airfare
    - Charged to GCA01 projects $88,871 17.40%
  - US air carriers $47,019 52.91%
  - Partner carriers $36,516 41.09%
  - Misc charges $5,088 5.72%
  - Non-US, non-partner $248 0.28%
Resources

• SPA Guidance on Fly America Act: https://www.uvm.edu/spa/?Page=fly_america_act.html
• UVM Travel Policy: http://www.uvm.edu/policies/travel/travel.pdf
• International Travel Frequently Asked Questions: http://www.uvm.edu/~cntrllrs/disburse/Intrntl%20travel%20FAQs.pdf
• International Travel Preparation Checklist: http://www.uvm.edu/~7Ecntrllrs/disburse/Intrntl%20travel%20checklist.pdf
• Travel Safety Guidelines: http://www.uvm.edu/~riskmgmt/?Page=guidelines/riskreduxguidelines.html&SM=g uidelines/ris kreduxguidelines_submenu.html
• GSA Fly America Act: https://www.gsa.gov/portal/content/103191