Fly America and Open Skies

For Travel on Federal Sponsored Awards
University and Sponsor Travel Policies

• Federal regulations require the customary standard commercial airfare (coach or equivalent), or the lowest commercial discount airfare be charged to a federal sponsored award.
• The charging of first-class air travel is not permitted to a federal sponsored award
  o except for the traveler’s medical need (must be documented with a medical justification supplied by a primary care provider prior to confirming the reservation).
• Frequent flyer miles may be used to upgrade tickets to business class as long as:
  o The lowest commercial discount airfare was purchased and charged
  o Note: many airfares purchased at the lowest discounted price are not eligible for upgrades.
University and Sponsor Travel Policies

Fly America – requires the use of a U.S. air carrier even if:

- A foreign air carrier service is less expensive, or
- A foreign air service is preferred by the traveler, or
- A foreign air service is more convenient.

Fly America Exceptions:

- A U.S. air carrier is not available
- 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 nonstop or direct service between origin and destination.
  - 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.
University and Sponsor Travel Policies

Fly America - Exceptions

• For short distance travel, U.S. flag carrier service is considered unavailable when the elapsed travel time on a scheduled flight from origin to destination by a foreign air carrier is:
  o 3 hours or less and
  o the use of a U.S. flag air carrier doubles the time en-route.

• Code-sharing agreements with foreign air carriers - where American carriers purchase/have the right to sell a block of tickets on a foreign carrier.
  • complies with the Fly America Act Regulations only when the ticket, or documentation for an electronic ticket, is purchased from and identifies the U.S. carrier's designator code and flight number (not the foreign carrier).
University and Sponsor Travel Policies

Fly America Exceptions:

• **Open Skies Agreements**
  
  o Exception to Fly America Act may allow the use of non-U.S. air carriers
  
  o Four (4) Agreements to-date that permit booking of travel for passengers using Federal funds:
    
    • European Union
    
    • *Australia* (Ex. Qantas, Virgin Blue, and Pacific Blue)
    
    • *Switzerland* (Ex. Swiss Air)
    
    • *Japan* (Ex. Nippon Air)

  
  o City-Pair contract fare is GSA negotiated discount fares that are available to U.S. Government employees and federal award recipients
    
    • For city pair verification, click on the following link (Instructions on the use of the City Pair tool begins on slide 8): **[http://cpsearch.fas.gsa.gov/](http://cpsearch.fas.gsa.gov/)**

• Open Skies Agreements - Does not apply to travel supported with Department of Defense (DOD) funds.
## University and Sponsor Travel Policies

### Fly America and Open Skies Matrix

<table>
<thead>
<tr>
<th>Airline Travel (Origin &amp; Destination)</th>
<th>US Air Carrier</th>
<th>Exception permitted</th>
<th>Allows for use of EU Carrier</th>
<th>Requires City Pair Check</th>
<th>To use these countries Air carriers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic (US–US)</td>
<td>Y</td>
<td>N/A</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOD Funded Awards</td>
<td>Y</td>
<td>N/A</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intl (US–EU)</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intl (within EU)</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intl (US–Non EU Countries)</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td></td>
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<tr>
<td>Intl (US–Australia)</td>
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<td>Intl (US–Switzerland)</td>
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<tr>
<td>Intl (US–Japan)</td>
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<tr>
<td>Intl (Within Other Countries)</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td></td>
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</tr>
</tbody>
</table>

**FLY AMERICA ACT**

- A city pair check is required between any point in the US to any point in a Open Sky (Non EU) Member state. If search results provide a contracted rate, US carrier is required.

**Open Skies (Member States)**

- Australia: If no city pair - Y
- Switzerland: If no city pair - Y
- Japan: If no city pair - Y

No city pair check required when travel is with a Member State carrier between any two points outside US.
| Austria – Austrian Airlines | Italy – Alitalia |
| Belgium – Brussels Airlines | Lativa – airBaltic |
| Bulgaria – Bulgaria Air | Lithuania – None under Open Skies |
| Croatia – Croatia Airlines | Luxembourg - Luxair |
| Cyprus – Cyprus Airways | Malta – Air Malta |
| Czech Republic – Czech Airlines | Netherlands – KLM Royal Dutch Airlines |
| Denmark – Scandinavian Airlines System | Norway* - Scandinavian Airlines System |
| Estonia – Estonian Air | Poland – LOT Polish Airlines |
| Finland - Finnair | Portugal – TAP Portugal |
| France – Air France | Romania - TAROM |
| Germany – Air Berlin, Lufthansa | Slovakia – None under Open Skies |
| Greece – Olympic Air | Slovenia – Adria Airways |
| Hungary – Malev Hungarian Airlines | Spain – Air Europa, Iberia, Spanair |
| Iceland* - Icelandair | Sweden - Scandinavian Airlines System |
| Ireland – Air Lingus | United Kingdom - bmi, British Airways, Virgin Atlantic |

* Iceland and Norway are not members of the EU but are included in the EU Open Skies agreement.
GSA City Pair Search Tool

For city pair verification, click on the following link: [http://cpsearch.fas.gsa.gov/](http://cpsearch.fas.gsa.gov/)

• Click Here

Fare Finder

All fares are listed one-way and valid in either direction. Domestic fares include all existing Federal, State, and local taxes, as well as airport maintenance fees and other administrative fees. Domestic fares do not include fees such as passenger facility charges, segment fees, and passenger security service fees. For FY 10 and beyond, international fares are exclusive of taxes and fees, but inclusive of fuel surcharge fees.

Disclaimer: The fuel surcharge and baggage fees are an estimate and may change prior to the date of travel. These estimates are provided based on current data and are updated regularly to provide travelers an estimate of total airline travel costs.

Note: Fuel surcharge fees may be different in a particular market depending on the origin and destination city.

Please Note: This application has been tested on the following browsers: Internet Explorer 8.0 under Windows XP/Windows 7, Google Chrome 36 under Windows XP/Windows 7.
GSA City Pair Search Tool

- Enter Departure City and Arrival City (For Example Hartford, CT to Sydney Australia)
GSA City Pair Search Tool

• **Note:** No City Pair Contract found

![Fare Finder](image)

- **Note:** Information must be provided for at least one of the form fields below.
- For domestic routes, please use the airport code. City codes (e.g., Washington(WAS)) are for use with international routes.
- FY 15 contract fares are provided for information purposes and will be available for reservations during FY 16 (October 1, 2014 - September 30, 2015).
  - Awards not found for the given criteria.
  
  ```
  HARTFORD, CT [BDL]  
  Or Enter City or Airport Code  
  
  SYDNEY, NEW S. WALES, SYD AUSTRALIA [SYD]  
  Or Enter City or Airport Code  
  ```

Traveler may book Open Sky Carrier *(Qantas Airways)* **for flight from Hartford, CT to Sydney, Australia**
GSA City Pair Search Tool

Enter Departure City and Arrival City; New York City, NY (JFK), to Sydney Australia, and you will receive the following results:

Note: Contract Fare Exists. YCA Fare = Coach Fare; Traveler must book US Flag Carrier, even though Government fare rate is not available to Federal grant recipients.
GSA City Pair Search Tool

- Clicking on Origin Airport provides the following details:

**Award Details**
- **Origin:** CHECK LGA, JFK OR EWR
- **Destination:**
- **Award Year:** 2015
- **Airline:** American (AA)
- **Effective Date:** 10/01/2014
- **Expiration Date:** 09/30/2015
- **YCA Fare:** $727.00
- **CA Fare:** $0.00
- **Business Fare:** $0.00

Note: Contract Fare Exists. YCA Fare = Coach Fare; Traveler must book US Flag Carrier, even though Government fare rate is not available to Federal grant recipients.
UConn Unused Tickets – All Sponsored Awards

Process for Handling on Sponsored Awards

• Unused tickets charged to a sponsored award need to be communicated and reviewed.
• When booked through Sanditz, the initial traveler will receive a credit for the unused tickets if the travel was appropriately cancelled.
• Travelers with unused credits have the ability to use the value for up to one year from date of issuance.
  – The charge can remain on the original sponsored account if the following situations are present:
    • The credit will be used for the original intended purpose; or
    • The credit will be used for an alternative purpose that fully benefits the award.
  – If the use of the credit is unknown or there is no benefit to the sponsored award, the airline ticket charge must be removed from the sponsored account onto an unrestricted account.