

Fly America Act Checklist for PIs: Booking

Travel on Sponsored Federal Awards

Pre-submission checklist for federally funded trips to ensure compliance with the Fly America Act.

Pre-Step: Manager and Supervisor Responsibilities

Before the traveler or preparer begins travel, the manager, supervisor, or their delegate must verify:

-  The business purpose of the trip
-  Trip allowability and cost reasonableness under the grant, award, or funding source. Sponsor may require per-trip approval.
-  Travel class compliance with Georgia Tech and USG policies

Once these verifications are complete, move to the traveler checklist below for detailed compliance review.

Checklist for Traveler or Preparer

STEP 1: Confirm Funding Source:

 Is the travel being funded by a federal grant, contract, or other federally sponsored award?

- If YES: The Fly America Act applies.
- If NO: The Fly America Act does not apply. However, State of GA rules still apply.

STEP 2: Select Air Carrier:

 Use a U.S. flag air carrier (an airline with a U.S. government-issued operating certificate, such as American, Delta, or United) for all legs of the trip, wherever available.

- Check the [Certified Air Carriers](#) list (GSA Website).

STEP 3: Check Flight Codes and Itinerary:

 For codeshare flights:

A codeshare is when two or more airlines share the same flight. One airline operates the plane ("operating carrier") while others sell seats on the flight under their own airline code ("marketing carrier").

- **ALWAYS** verify your ticket/itinerary lists a U.S. carrier's two-letter code (e.g., "UA" for United, "DL" for Delta) by the flight number.
- Example: A flight operated by Air France but marketed as "Delta 1234" is compliant; a ticket listing "AF 5678" is not.

STEP 4: Assess Need for Exceptions or Waivers:

 General Exceptions—U.S. carrier can be avoided only if it would:

- Increase travel time by 24+ hours
- Require a domestic transfer adding 6+ hours
- Force an extended layover (4+ hours)

 Open Skies Agreements — for international trips only:

- Does your route involve the EU, Australia, Switzerland, Japan, Norway, or Iceland? (UK not included)
 - If YES (and funding is not DoD), a qualifying foreign carrier is allowed.
 - For DoD-funded travel, always use a U.S. carrier.
 - Check GSA website for latest information: <https://www.gsa.gov/policy-regulations/policy/travel-management-policy-overview/fly-america-act>

STEP 5: Document and Attach Required Records:

 Keep all ticket stubs, receipts, and itineraries displaying U.S. carrier codes.

- If traveling under an exception, attach a written explanation and relevant evidence.
- If using an Open Skies exception, document accordingly.
- Include [Fly America Waiver Checklist \(PDF\)](#) in the documentation.

STEP 6: Final Check Before Purchase:

Before purchasing:

- Confirm U.S. carrier codes on all required flights
- Have documentation for any exceptions/Open Skies use
- Ensure booking aligns with sponsor and Georgia Tech travel policies
- Ensure travel dates fall within the approved travel-authority period. Update the travel-authority dates if the itinerary changes.
- Report any personal travel taken in conjunction with business travel in the travel authority.

For example: If a conference runs Monday–Wednesday but you stay through Saturday for personal reasons, the authorized travel dates must reflect Monday–Saturday.

Summary Table of Compliance Requirements

Requirement	Compliance Condition
 U.S. Carrier Usage	Mandatory if federally funded award pays
 Non-U.S. Carrier	Only with documented waiver/exception
 Documentation	Must show U.S. carrier code on ticket
 Who is Covered	All GT employees/affiliates on federal funds

Note: Failure to comply with this policy may result in **non-reimbursement of expenses**.

When in doubt, contact the Grants & Contracts office or GT Travel Office before booking.

Icon Legend:

<u>Icon</u>	<u>Meaning</u>
	<u>Manager/supervisor responsibility</u>
	<u>Business purpose or primary documentation</u>
	<u>Allowability/approval review step</u>
	<u>Travel class/airfare policy</u>
	<u>Funding source</u>
	<u>U.S. flag air carrier requirement</u>
	<u>Codeshare/flight number check</u>
	<u>Exception or waiver (special circumstances)</u>
	<u>Open Skies Agreements/international travel</u>
	<u>Documentation/records requirement</u>
	<u>Final review/check</u>
	<u>Applicability (who is covered)</u>
	<u>Foreign carrier or international compliance</u>