

Guidelines for Complying with The Fly America Act

International air travel on federal funds (Banner funds that begin with 21XXX) must comply with The Fly America Act. The Fly America Act mandates the use of U.S. flag air carriers. A list of U.S. Certified Air Carriers is available from the U.S. Department of Transportation <http://www.dot.gov/policy/aviation-policy/certificated-air-carriers-list> Additional Fly America Act information is available at <http://www.depts.ttu.edu/procurement/travelservice/workaids.asp>

A travel agency should be used for all international travel. When travelling on federal funds, the travel agent should be advised that you need to comply with the Fly America Act and the agent will be able to book flights that are in compliance. Employees/Students may process a Transportation Request in the Online Travel System to use a travel agency and the cost of the airline ticket will be charged to Travel Services' credit card and the department cost will be expensed when the travel voucher is submitted. Travel agencies that may be used for Transportation Requests are:

Bell Travel

Contact Person: Deborah O'Conner
Phone: 806-796-2355
belltravel@nts-online.net

Prince-Jones Travel

Contact Person: Gil Linnartz
Phone: 806-794-6822
gil.linnartz@yahoo.com

National Travel Systems (NTS)


Contact Person:
Julie Feaster ext. 157
Sherry Sullivan ext. 152
Phone: 800-814-3336
ttutrs@nationaltravelsystems.com (preferred)
ttutavel@nationaltravelsystems.com

Anthony Travel

Contact Person: Shaula Hartnett
Phone: 512-617-8444
800-684-2044
shaulahartnett@anthonytravel.com

Non-Employees/Students may process a requisition for a travel agency through TechBuy (Bell and National).

If a travel agency is not used, a travel search engine such as Kayak should be used <http://www.kayak.com/> which allows for comparisons from multiple sites.

Choose Sites to Compare vs. KAYAK (new windows) 

☒ Priceline ☒ Webjet.com ☒ Expedia ☒ Airfare.com ☒ Jetsetz

Some of these sites (such as Airfare.com) will also allow you to then put in search criteria for specific Air Carriers. At least two U.S. flag air carriers should be compared and the search

results should be provided with printouts that match the same date when reservations were made.

Filter By Airlines:		
Select all Clear all		
<input checked="" type="checkbox"/> Major Carrier only		\$1362
<input checked="" type="checkbox"/> Qatar Airways only		\$1363
<input checked="" type="checkbox"/> Cathay Pacific only		\$1372
<input checked="" type="checkbox"/> Finnair only		\$1455
<input checked="" type="checkbox"/> China Eastern only		\$1515
<input checked="" type="checkbox"/> Japan International only		\$1608
<input checked="" type="checkbox"/> Air China only		\$1616
<input checked="" type="checkbox"/> Singapore only		\$1780
<input checked="" type="checkbox"/> American only		\$1784
<input checked="" type="checkbox"/> Multi only		\$1810

As with most regulations, there are a few exceptions. The Fly America Act Waiver Checklist has been posted at <http://www.depts.ttu.edu/procurement/travelservice/travelforms.asp> to assist you in determining if the air travel meets any of the allowable waivers, including, but not limited to:

- No U.S. flag air carrier service on a particular leg of your route
- U.S. flag air carrier involuntarily re-routes traveler on a foreign air carrier
- Use of a U.S. flag air carrier on a nonstop flight between U.S. and another country extends travel time by 24 hours or more
- Service on a foreign air carrier is three hours or less but the use of a U.S. flag air carrier doubles en route travel time
- Use of a U.S. carrier increases the number of aircraft changes outside the U.S. by two or more

The completed and signed checklist should accompany your travel vouchers for international trips on Federal funds. In the event it is determined that the appropriate air carrier was not used, travel expenses will need to be covered from non-sponsored funds (state funds are not allowed for international travel).

Additional Notes:

- Office of International Affairs (OIA) approval is required for all international employee/student travel (business or personal)
<http://www.iaff.ttu.edu/main/InternationalTravel.asp> regardless of funding.
- First Class Airfares are not allowed