

Federal Funded Travel & The Fly America Act

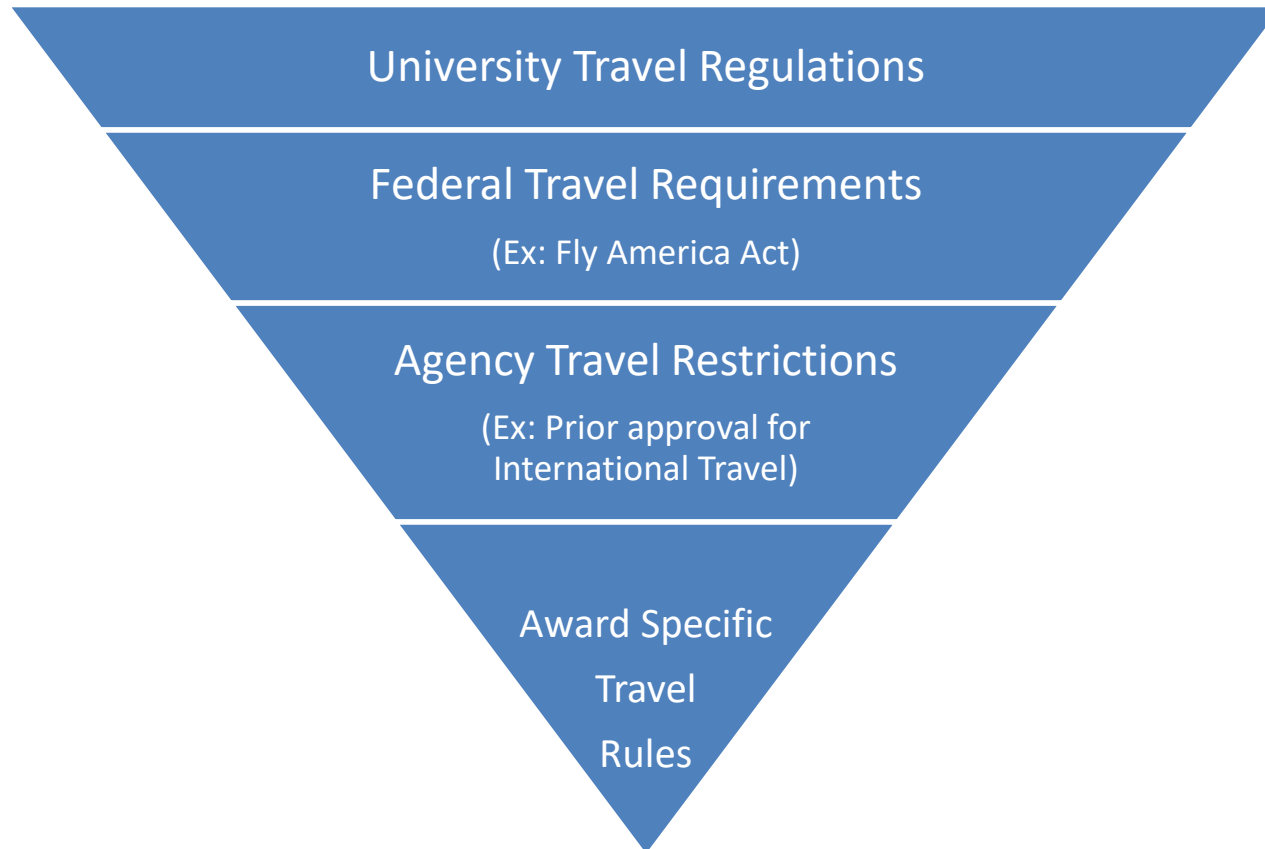


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Travel on Federally Funded RC Accounts



The Fly America Act

- The Fly America Act requires federal travelers to use U.S. air carrier service for **all** air travel and cargo transportation services funded by the U.S. government.
 - Travelers who are charging flights to federally funded RC accounts must comply.
 - Flights that do not comply cannot be charged to federal RC accounts. **It's the law!**

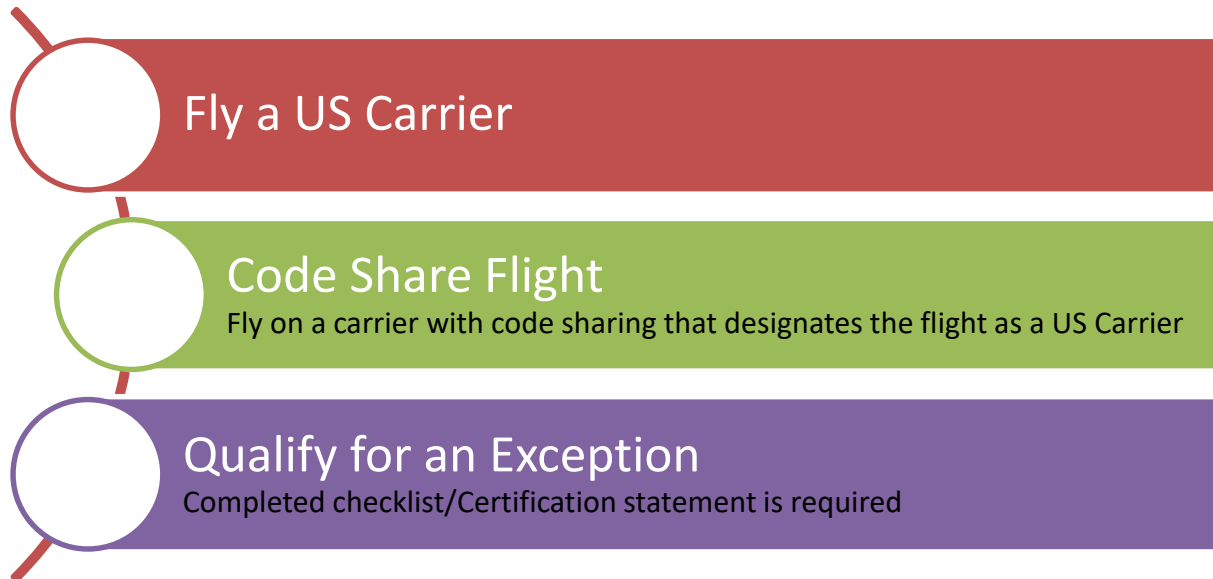


U.S. General Services Administration

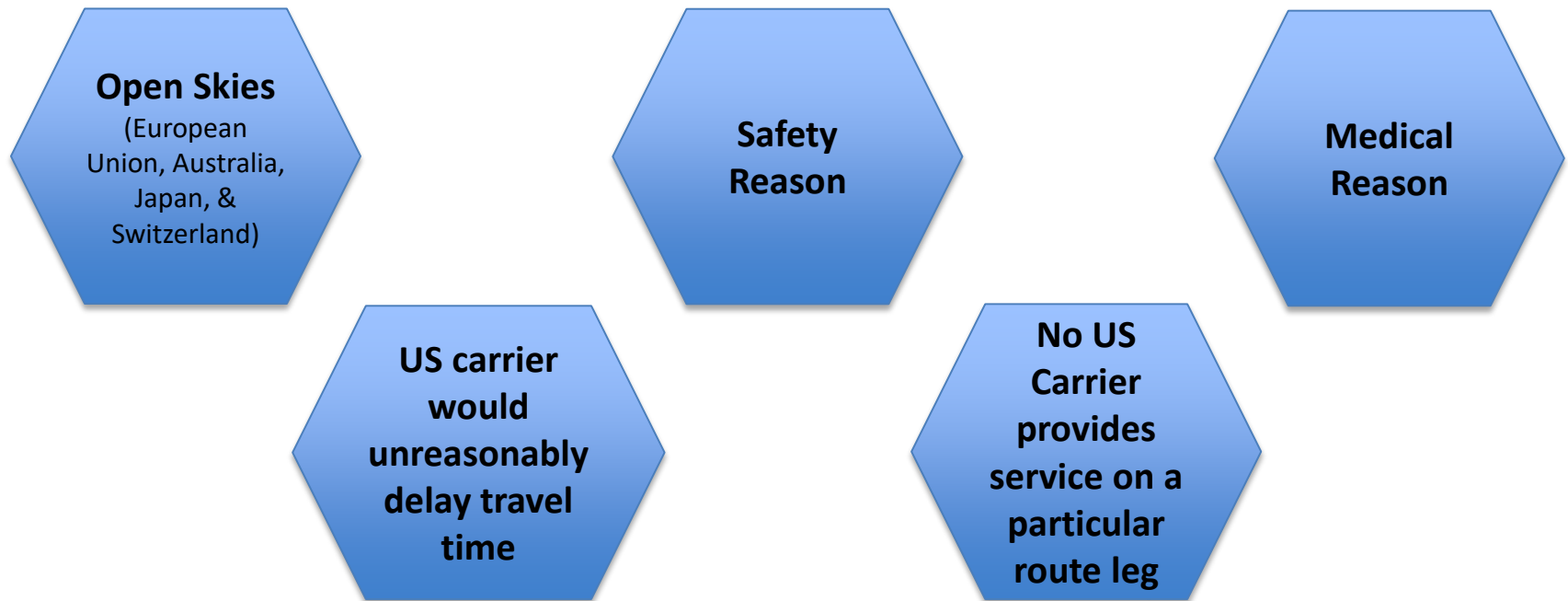


Compliance with the Fly America Act

- When possible, direct bill flights to RC accounts through Conlin Travel or STA Travel.
- Compliance can be met in one of three ways.



Common Exceptions to the Fly America Act



See MSU's Fly America Act policy for the full list of exceptions.

Documenting Exceptions to the Fly America Act

- Exception must be documented by the Fiscal Officer, traveler, or Conlin Travel agent.
 - Complete the waiver checklist, OR
 - Add a certification statement (Example: *“I certify that my flight(s) qualified for a Fly America Act exception because...”*)
 - If applicable, Conlin Travel will include a statement regarding which exception is present on itineraries that are direct billed to RC accounts
- European Union Open Skies exception does NOT need to be individually certified. MSU has a blanket certification on file.

PLEASE CALL 844-434-5026. IF YOU ARE CALLING FROM
OUTSIDE US OR CANADA USING US CELL PHONE CALL 682-233-1914
AND YOUR CALL WILL BE ANSWERED BY OUR AFTER HOURS SERVICE
NO US CARRIER PROVIDES SVC ON A PARTICULAR LEG OF YOUR RTE



Fly America Act Compliance

- CGA created a tool to help determine if a flight complies with the act.

<https://cga.msu.edu/pl/portal/flyamericaactsteps.aspx>

Other tips for RC account travel

- Provide a short description of HOW the trip benefits the project.
- Use M&IE per diem instead of meal reimbursement.
- Provide an itemized hotel receipt/zero balance statement.
- Include currency conversion information.
- Attach agency approval/notification, if required.
- Be organized!



Questions?

Thank you!!

