

Hunter College Office of Research Administration Information Alert

FEBRUARY 2017
ALERT # 32

CHANGES TO FOREIGN TRAVEL

The Research Foundation of CUNY (RF) will permit foreign air travel on European Union carriers due to changes to the Open Skies Air Transport Agreement. What this means is that **you can fly on airlines other than U.S. airlines if traveling to the following European Union countries:**

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom

For travel between the U.S. and Switzerland or the U.S. and Australia, **you may now also travel on Switzerland and Australian airlines.** But, the point of origin must be the U.S. or Switzerland/Australia.

For travel between the U.S. and Japan, **you may now also travel on all Nippon airlines.** But, the point of origin must be the U.S. or Japan.

THE FOLLOWING FOREIGN TRAVEL GUIDELINES STILL APPLY:

- All travel must be via economy class only.
- These changes only apply to the countries specified above. For travel to other foreign countries, if you are using a U.S. airline that has a code sharing arrangement with foreign air carriers, the ticket must be issued with the U.S. air carrier's information and 'Operated' by the foreign air carrier's information.

For example, American Airlines has a code sharing agreement with Cathay Pacific to Indonesia. If the ticket identifies a flight as AA 6073 Operated by Cathay Pacific, the requirements would be met, even if the flight was a Cathay Pacific airplane.

- In rare circumstances when you cannot travel by U.S. or European Union carriers, written justification must be provided. Lower cost is not an acceptable justification.
- RF maintains Travel Accidental Death and Dismemberment insurance for RF employees traveling internationally. This is evoked when you complete a Travel Authorization and Request for Advance Form (RF 040).
- Keep in mind that the funding agency may have further restrictions; please check with your RF Project Administrator before you make travel arrangements.
- Please use the following checklist and decision tree to assist in making your foreign travel arrangements.

ALERT

WHY THIS ALERT?

This publication has been created to serve the purpose of informing researchers of new information, trends and concerns as they occur.



Please see page 2



Fly America Act Waiver Checklist

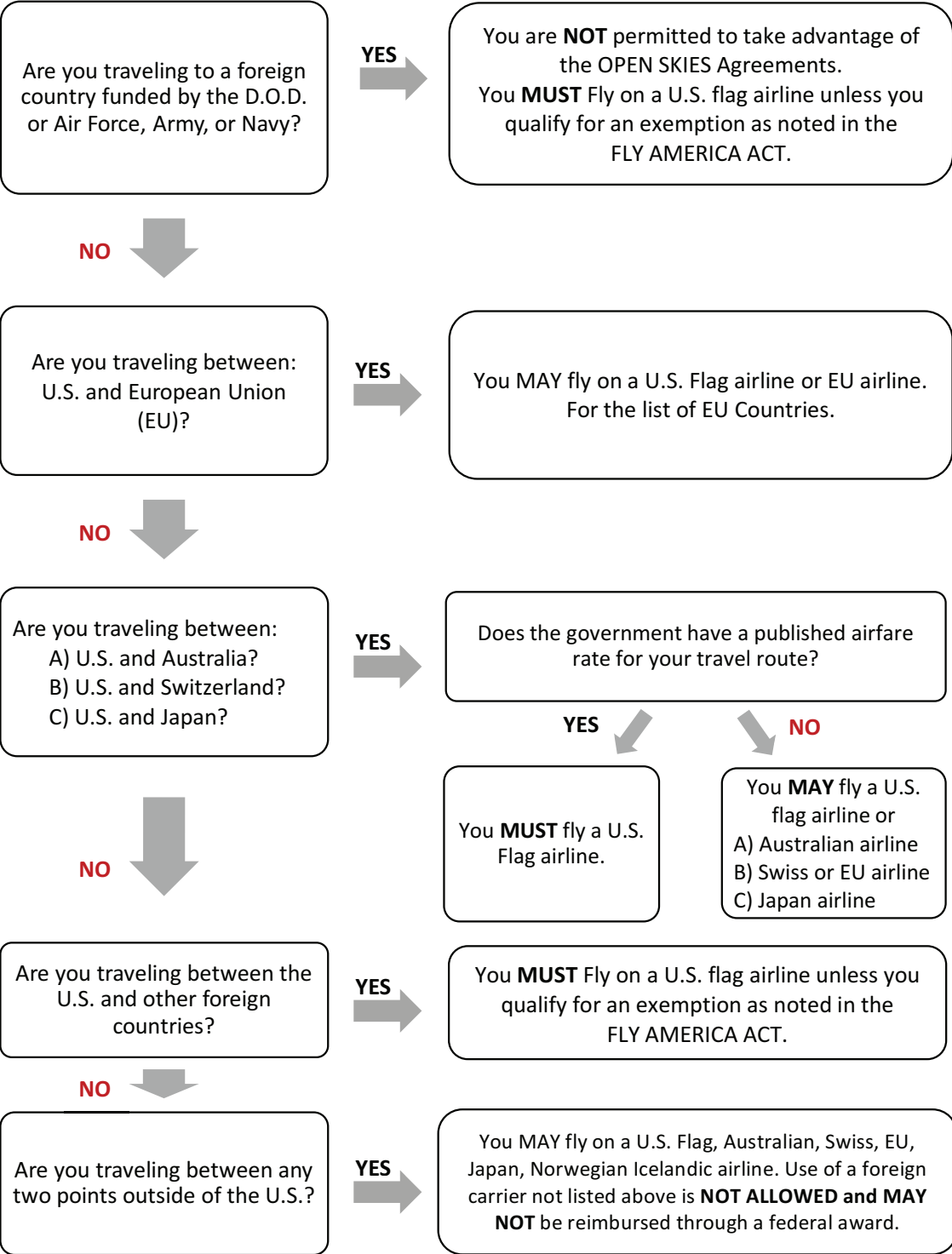
U.S. Flag Air Carriers

In order for a flight to be in compliance with the Fly America Act, the code of a U.S. flag air carrier must be noted as part of the flight number on the airline ticket, flight coupon (boarding pass*), or passenger receipt. Each airline has a two letter alpha code. For example, United Airlines has a code of "UA". On an airline ticket boarding pass or passenger receipt, this two digit code is designated just to the left of the flight number.

This Checklist can be used to determine if a waiver of the Fly America Act (41 CFR Part 301-10) could be allowable under the federal regulations.

1. Use of a foreign air carrier is a matter of necessity because:
 - Use of foreign air carrier is necessary for medical reasons. *(Remember to obtain supporting documentation such as doctor's note.)*
 - Use of foreign air carrier is required to avoid unreasonable risk to traveler's safety.
 - Seat on U.S. flag air carrier in authorized class of service is unavailable; seat on foreign air carrier in authorized class of service is available. *(Remember to provide a detailed explanation along with supporting documentation from at least 2 U.S. flag carriers.)*
 - Use of U.S. flag air carrier will not accomplish the sponsoring agency's mission. *(Please remember to provide a detailed justification with supporting documentation from the federal sponsoring agency.)*
2. Code sharing agreement exists. U.S. is a party and the Department of Transportation determines agreement/meets requirements of the Fly America Act. *(Supporting documentation with U.S. flag carrier designator code must be included.)*
3. No U.S. flag air carrier provides services on a particular leg of your route.
4. A U.S. flag air carrier involuntarily reroutes traveler on a foreign air carrier.
5. Service on a foreign air carrier is three hours or less, and use of U.S. flag air carrier doubles en route travel time.
6. Air travel is between the U.S. and another country and use of a U.S. flag air carrier on a nonstop flight extends travel time by 24 hours or more.
7. Other:
 - Use of a U.S. flag air carrier increases the number of aircraft changes outside the U.S. by two or more.
 - Use of a U.S. flag air carrier extends travel time by six hours or more.
 - Use of a U.S. flag air carrier requires a connecting time of four hours or more at an overseas interchange point.

Information for travelers who have questions about flying from U.S. to a foreign country on Federal funds.



Remember

A Travel Advance Request Form should be completed before you travel to request advance funds. A Travel Expense Voucher and Request for Payment form should be completed after you travel. Receipts should be attached.