
Grants Management Helpful Hints

Foreign Travel and Fly America Act

What approval do I need for foreign or international travel?

All foreign travel must be approved, in writing, by the Grant Officer. If the approved project narrative includes specifics for an international travel, you've already obtained this approval. If the specific country and reason for travel is not listed in the grant narrative, you must request approval in Grants Online before you travel. In addition, all foreign travel must follow the Fly America Act which requires the traveler to use a U.S. flag carrier.

Note: If your approved project narrative includes travel for a conference or scientific meeting, but does not specifically state the location, you are not approved to travel to an international conference or meeting.

Do I have to use a U.S. Flag Carrier?

Yes, grantees must follow the rules and regulations under the Fly America Act. This means that you must use a U.S. based carrier when traveling internationally, unless you met a specific set of criteria and your waiver is approved. To request a waiver, submit an "*Award Action Request*" for "*Foreign Travel*" in Grants Online.

What are the exceptions to the Fly America Act?

You may request a waiver if the following exceptions apply. Note that the "cost" of the ticket is not a criteria to request a waiver, thus you must still fly a U.S. airline even if it is more expensive.

You may qualify for a waiver if any of the statements below are true:

1. Use of foreign air carrier is a matter of necessity because of one of the following criteria:
 - a. U.S. flag air carrier cannot provide the air transportation needed, e.g.
 - i. Use of foreign air carrier is necessary for medical reasons.
 - ii. Use of foreign air carrier is required to avoid unreasonable risk to traveler's safety (*See 41 CFR 301-10.138(b)(2) for supporting evidence needed*).
 - iii. Seat on U.S. air carrier in authorized class of service is unavailable, seat on foreign air carrier in authorized class of service is available.
 - b. Use of U.S. flag air carrier will not accomplish the Department's mission. (*Provide detailed justification*).
2. Bilateral or multilateral air transportation agreement. U.S. is a party and Dept. of Transportation determines agreement meets requirements of the Fly America Act. A copy of the agreement must be submitted with the request.
3. No U.S. flag air carrier provides service on a particular leg of your route (*Travelers can only use foreign air carrier to or from the nearest interchange point to connect with a U.S. carrier*).
4. A U.S. flag air carrier involuntarily reroutes traveler on a foreign air carrier.
5. Services 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. carrier on a nonstop flight extends travel time by 24 hours or more.
7. Any other air travel. (*You must check at least one of the following statements to qualify for a waiver of the Fly America Act restrictions in this section*).
 - o Use of a U.S. carrier increases the number of aircraft changes outside the U.S. by two or more.

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- Use of a U.S. carrier extends travel time by six hours or more.
 - Use of a U.S. carrier requires a connecting time of four hours or more at an overseas interchange point.

What information should my Fly America Act Waiver Request Include?

- Traveler name
- Dates of travel
- Origin and destination of travel
- Detailed itinerary of travel, including the name of the air carrier and flight number for each leg of the trip
- A statement explaining why the recipient meets one of the exceptions (above) to the regulations.
- If the use of a foreign air carrier is pursuant to a bilateral agreement, the recipient must provide the Grants Officer with a copy of the agreement.

How do I submit a request for foreign travel or Fly America Act waiver?

The foreign travel request needs to be completed in Grants Online as an *"Award Action Request"*. A request can be entered by either the *Authorized Representative* or the *Principle Investigator*, but will need to be approved in Grants Online by the *Authorized Representative* prior to being reviewed by NOAA.

1. Click the *"Award"* tab.
2. Click the *"Search"* or the *"Search Award"* link. The *"Search Award"* page is displayed.
3. Click the *"Search"* button on the *"Search Award"* page. When your search results populate, click the award number for which you are submitting the change of budget.
4. On the *"Grants File"* launch page, select the *"Create Award Action Request"* action from the action drop down menu then click the *"Submit"* button.
5. The *"Award Action Request Index"* page is displayed with the available *Award Action Requests*. Click the link for *"Foreign Travel"*. The requested page will be displayed for you to complete. Enter a short justification, and click the *"Save"* button.
6. The *"Award Action Request"* page is re-displayed with the attachment link and other fields. You can upload supporting documents at this time (see above for requirements). After completing the required information, click the *"Save and Return to Main"* button. Another message will display where you can confirm your request and start workflow, click the *"Yes"* button.
7. A review task is sent to your *"Task"* inbox for this request. The review task will go first to the creator of the request and then to the Recipient Authorized Representative(s) in the organization. If you have the role of *"Recipient Authorized Representative"* you will have to submit the request to the appropriate Federal Agency, thus you will have processed two tasks.

For More information on Foreign and International Travel

Grants Online Help Page:

[Foreign Travel](#)

Department of Commerce, Standard Terms and Conditions

[Section K.03c "Foreign Travel"](#)