



Tuesday Tips is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: UAF-GCReATE@alaska.edu. For more Tips visit the [OGCA website](#).

Travel Terms by Sponsor

If travel expenses are charged to a federal award, the documentation for such charges must justify that travel by the individual is **necessary to the federal award**.

Generally, when one is traveling on funds provided by the federal government they must use U.S. Flag carriers. This requirement is outlined in the Fly America Act. International treaties referred to as "Open Skies Agreements" provide a limited exception to the Fly America Act.

Fly America Act. Generally, when one is traveling on funds provided by the federal government they must use U.S. Flag carriers. Such carriers include American, United, Delta, etc. This requirement must be observed even in instances where foreign carriers are cheaper, provide preferred routing, more convenient, or are part of a frequent-flyer agreement such as Star Alliance. Limited exceptions are contained in the act.

Open Skies Agreements. International treaties referred to as "Open Skies Agreements" also provide a limited exception to the Fly America Act. Where an open skies agreement exists a traveler may use the foreign airline in the

situations described in the treaty (generally between the U.S. and the airline's country) except when the travel is funded by the U.S. Department of Defense.

Proposals that anticipate travel on a federal award should include a budget justification clarifying who is traveling and why that person's travel is necessary. Travelers and/or administrators must document, and retain the documentation, as to why the trip was necessary and how it benefited the project. A best practice is to use the Business Purpose field in Concur to document how the trip specifically benefits the project.

Applicable Uniform Guidance section: [200.474](#)

Air Force Office of Scientific Research (AFOSR)

- Use of U.S. Carriers for flights is required per the [Fly America Act \(49 USC 40118\)](#)
- The Department of Defense does not allow exceptions under the Open Skies Agreements.

Army Research Office (ARO) and Army Research Laboratory (ARL)

- Use of U.S. Carriers for flights is required per the [Fly America Act \(49 USC 40118\)](#)
- The Department of Defense does not allow exceptions under the Open Skies Agreements.

Defense Advanced Research Projects Agency (DARPA)

- Under Construction

Department of Energy (DOE) - Office of Science

- Use of US Carriers required per the Fly America Act; exceptions may be made for certain airlines and routes under "Open Skies" agreements listed at <http://www.gsa.gov/portal/content/103191>

National Aeronautics and Space Administration (NASA)

- Use of US Carriers required per the Fly America Act; exceptions may be made for certain airlines and routes under "Open Skies" agreements listed at <http://www.gsa.gov/portal/content/103191>

National Endowment for the Humanities (NEH)

- Under Construction

National Institutes of Health (NIH)

- Use of US Carriers required per the Fly America Act; exceptions may be made for certain airlines and routes under “Open Skies” agreements listed at <http://www.gsa.gov/portal/content/103191>

National Oceanic and Atmospheric Administration (NOAA)

- Use of US Carriers required per the Fly America Act
- Foreign travel requires prior approval

National Science Foundation (NSF)

- Use of US Carriers required per the Fly America Act; exceptions may be made for certain airlines and routes under “Open Skies” agreements listed at <http://www.gsa.gov/portal/content/103191>

Office of Naval Research (ONR)

- Use of U.S. Carriers for flights is required per the [Fly America Act \(49 USC 40118\)](#)
- The Department of Defense does not allow exceptions under the Open Skies Agreements.

For additional information:

- [UAF Office of Finance & Accounting: Travel](#)
- [Travel on Sponsored Projects](#)