**MEMORANDUM** May 14, 2024

TO: RCUOG

VIA: Click here to insert Name & Position.

FROM: Click here to insert Name & Position.

SUBJECT: Fly American Act Exception for Insert name of traveler

We are requesting approval for the exception to the Fly America Act for Traveler: Insert name of traveler for his/her trip to insert travel destination/itinarary as it meets the following Exceptions to the Fly America Act.

A U.S. air carrier is not available.

Using a U.S. carrier service would extend the travel time by 24 hours or more.

U.S. carrier does not offer a nonstop or direct flight between origin and destination, and using a U.S. carrier:

Increases the number of aircraft changes outside the United States by two or more;

Extends travel time by six hours or more; or

Requires a connecting time of four hours or more at an overseas interchange point.

The flight time from origin to destination is less than three hours and using a U.S. flag carrier doubles the flight time.

There is an applicable [Open Skies Agreement](https://www.gsa.gov/policy-regulations/policy/travel-management-policy-overview/fly-america-act#OSA) in effect that meets the requirements of the Fly America Act.

The exceptions provided by the Open Skies Agreements for government-funded travel do not apply if your transportation is funded by the Department of Defense.

**Note:** Ticket cost and convenience are NOT exceptions to the Fly America Act.

Thank you for your consideration.

Justification:Insert justification/reason why it meets the exceptions listed above

RCUOG Certifying Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 SIGNATURE DATE