

- Fly America Act – The Fly America Act (41 CFR 301-10.131 through 301-10.143) requires that all federally funded travel (Fund 201) be on a U.S. flag carrier or U.S. flag carrier service provided under a code-share agreement (see list below), except under specific situations. When booking international travel, the Principal Investigator of the award to be charged is responsible for complying with the Fly America Act. The cost of travel subject to the Fly America Act that does not adhere to this regulation will be borne by the Principal Investigator's department or will need to be moved to a suitable non-federal funding source
- Exceptions must be documented prior to travel and pre-approved by the UF Travel Office. In no case is the use of a foreign air carrier justified because of cost, convenience, or traveler preference. International Airfare booked on a U.S. flag carrier service will not require an exception. Also, the United States Government has entered into several air transport agreements that allow federal funded transportation services for travel to use foreign air carriers under certain circumstances
- There are currently three bilateral/multilateral "Open Skies Agreements" (U.S. Government Procured Transportation) in effect and can be found on the GSA's website. To easily ensure compliance with the Fly America Act, purchase all airline tickets for international travel that will be charged to a federal grant thru a U.S. flag carrier (Delta, American, United, etc.) or use a travel agency for your booking. NOTE: Most travel agents are not familiar with this regulation, so confirm the travel agent is aware that the travel is federally-funded and must adhere to this act

- Permitted Exceptions to the Fly America Act are found on the Fly America Act exception form which is located in the form and resource area under Disbursement Services
<http://www.fa.ufl.edu/forms-and-publications/>
- Complete the Fly America Act Exception form indicating the reason for the exemption.
- Attach a proposed itinerary of the trip.
- For approval either Fax to the UF Travel Office at (352) 392-0081 (include your department fax number), or email to travel@ufl.edu
- The UF Travel Office will either fax or e-mail the approved exceptions back to the initiating department.
- This exception form will need to be kept on file in the department and a copy should be included with the Travel Expense Report when submitted to the UF Travel Office for auditing and imaging purposes.
- The University is standardizing the expense reimbursement process to address the timeliness of reimbursements and match the requirements detailed by IRS Publication 463 for all employee reimbursements. All expense reports for travel or other employee reimbursements must be submitted and approved in the myUFL accounting system as no later than 60 days after the expenses were paid or after the date of return from travel.
- All airfare guidelines and other university travel policies can be found at <http://www.fa.ufl.edu/directives-and-procedures/travel/>



University Travel

(352)392-1241 Phone (352)392-0081 Fax
(352)846-1020 Fax imaging
PO Box 115350
114 Elmore Hall
Gainesville, FL 32611-5350

Commercial Transportation

The University reimburses commercial airfares for economy/coach seating. UF will allow travelers to be reimbursed for the cost of airline tickets based on the following guidelines:

- UF will allow travelers to be reimbursed for the Main Cabin class tickets on all airlines
- University will not reimburse any extra cost for tickets in any class that include preferred seating, comfort seating, extra leg room, etc. These upgrades will not be allowed unless the flight is over 9 hours because these are personal preferences and not required for travel
- Travelers or originators should contact the UF Travel Office before purchasing any Main Cabin tickets that have been upgraded if they are unsure about reimbursement.
- The UF Travel Office can deny the reimbursement of any upgrades that are for personal preference.

- On flights of 9 hours or more, travelers/originators may upgrade the class only with approval from the UF Travel Office **BEFORE** the ticket is purchased. Approval may be obtained by submitting the **Travel Exception Request** form along with a copy of the purposed ticket. This form can be found at <http://fa.ufl.edu/wp-content/uploads/disbursements/fa-uds-terf.pdf>
- If the UF Travel Office approves the request, this written approval must be attached to the expense report in PeopleSoft
- If the UF Travel Office does not approve the request, either as a denial or because the flight ticket was purchase with an unallowable airfare code without completing the Travel Exception Request form, the traveler will be reimbursed for economy/main class only.
- Southwest airlines is a low-cost carrier and charges a \$15 boarding fee. This will be considered the same as the Delta upgrade to Main Cabin and allowable for reimbursement
- Air travel is recommended when the cost of an employee's time is an important factor or when travel time by other methods would increase the subsistence expense
- Any travel that has personal time included in the trip and requires more time/days away than the normal work portion of the trip, will require a cost comparison. The cost comparison should be performed at the time of purchase to get an accurate reflection of any true difference in pricing. If a cost comparison is not submitted, a comparison will need to be done at the time of reimbursement. This may result in a higher cost comparison and result in monies needing to be repaid to the university. This is required to ensure that the university is not paying more than what

the business portion of the trip would have cost.

Airfare Codes

Fare	Allowable at 9 hours or more
B	Yes
E	Yes
H	Yes
I	Yes
K	Yes
L	Yes
M	Yes
N	Yes
Q	Yes
S	Yes
T	Yes
U	Yes
V	Yes
W	Yes
W+	Yes
X	Yes
Y	Yes
Z	Yes

Fare	Not Allowed at 9 hours or more
A	No
C	No
D	No
F	No
G	No
J	No
O	No
P	No
PZ	No
R	No

- Please contact the travel department if you are not familiar with the allowable fare

codes (code can be found at <https://www.cvsi.net/delta.htm>)

- The traveler must retain all transportation ticket receipts for purposes of documenting Travel Expense Report reconciliations. This includes showing the purchase amount of the ticket and method of payment.
- Penalties for cancellation of airline tickets may be paid from university funds only if the cause for cancellation is in the best interest of the University or if the cancellation is due to illness of the traveler or illness or death of a member of the traveler's immediate family, for which an employee is authorized to use sick or administrative leave.
- If the ticket is canceled for the convenience of the traveler, the cancellation penalty may not be paid or reimbursed from university funds
- When it is determined that it is in the best interest of the University to cancel a ticket and pay the cancellation penalty, justification detailing the circumstances surrounding the cancellation must be included in the Travel Expense Report submitted to the University Travel Office.
- The University will not reimburse for an expense paid for with reward points (i.e., sky miles, motel reward points, or any other reward points).
- The University will also not allow reimbursement for the value of complimentary travel expenses.
- Charges assessed for the replacement of lost tickets are not reimbursable, and will be borne by the traveler
- Airfare insurance cannot be purchased with State or Grant Funds