

**Department of Contracts and Grants
Certification of Unavailability of
United States-Flag Air Carrier**

If air travel is to be paid for by a U.S. Government grant or contract, it is usually required that U.S. airlines are used (compliance with the Fly America Act). In some cases, the sponsor's written prior approval may also be required before each trip or each foreign trip. Please refer to the terms and conditions of the award for further information.

The Fly America Act stipulates that tickets must be purchased for airline travel on:

- A U.S. flag air carrier; or
- A foreign carrier that operates under a U.S. flag air carrier code-sharing agreement and identifies the U.S. flag air carrier's designator code and flight number.

Carriers that meet the above criteria must be used unless the traveler can certify that such carriers were "unavailable." Unavailability is defined by the federal regulations, and identified on the following form: General Rules for Unavailability (<http://fbs.usc.edu/depts/travel/files/2007/10/17/2.pdf>). Prior to the issuance of a ticket on a foreign carrier, this Certification Form must be completed, signed, and faxed to DCG.

- Fax UPC: (213) 740-6070
- Fax HSC: (323) 342-2835

Upon receipt of the completed Certification Form, the DCG will, ordinarily on the same business day, notify the applicable contract travel agency that the federal requirement has been met. Note that notification to the contract travel agency by the DCG does not constitute an authorization to purchase a ticket. The traveler must still contact the travel agency and purchase the ticket.

Last Name of Traveler: _____

First Name of Traveler: _____

Name of Contract Travel Agency: _____

Fax Number of Contract Travel Agency: (_____) _____ - _____

Destination(s): _____

Dates of Travel (Departure): _____ (Return) _____

I hereby certify, with respect to the travel described above, that a U.S. carrier or applicable code share carrier is unavailable, based upon Section _____ of the General Rules for Unavailability (<http://fbs.usc.edu/depts/travel/files/2007/10/17/2.pdf>).

Signature of Traveler: _____ Date: _____

Department of Contracts and Grants
Acknowledgement

Signature: _____ Date: _____