CSUEB Travel and Foreign Travel Policy Addendum.
In addition to CSUEB travel policy all personnel engaged in travel activities on federally funded contracts, grants, or sponsored agreements must comply with the Fly America Act (Use of U.S. Carriers). The Fly America Act refers to the provisions enacted by section 5 of the International Air and Transportation Fair Competitive Practices Act of 1974. It is included in Federal Trade Regulation Chapter 301.

In some cases, travel to foreign countries, which have been placed on the Warning Countries list, will require additional approval and insurance from the Chancellor’s Office as stated in Code: RM 2013-01.

Open Skies Agreements
Generally, if a traveler is traveling on funds provided by the federal government, the traveler must use a U.S. flag carrier (an airline owned by an American company), regardless of cost or convenience. If you are scheduling international travel that is federally funded you must ensure that all flights, where possible, are scheduled on U.S. flag carriers or on foreign air carriers that code share with a U.S. flag carrier. This means your confirmation of flight must reference a U.S. carrier (even if you transfer to a foreign carrier). Compliance with the Fly America Act is required however there are exceptions of which include the “Open Skies Air Transport agreement, which permits travel on European Union airlines (as long as the traveler’s destination is a EU county) as well as U.S. Flag Air Carriers.

Exceptions:
Travel that is to be reimbursed from federal funds must be booked through U.S. carriers except in the following circumstances:

- When the use of U.S. carrier service would extend travel time (including delay at origin) by 24 hours or more
- When the costs of transportation are reimbursed in fully by a third party, such as a foreign government or international agency
- When U.S. carriers do not offer nonstop or direct services between origin and destination. However, a U.S. carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would
  - increase the number of aircraft changes outside the United States by two or more
  - extend travel time by six hours or more
  - require a connecting time of four hours or more at an overseas interchange point.

A listing of other exceptions to the Fly America Act can be found in the Federal Travel Regulation Guidelines – FTR sections 301-10.135-138. ORSP has provided a “Fly America Act Waiver Checklist” that can be used to determine if exceptions can be made. In cases where exceptions are made, travelers will have to provide ORSP with the completed checklist and supporting documentation.

Roles and Responsibilities:
It is the responsibility of PIs/Co-PIs and all other personnel to ensure compliance to CSUEB travel policy for all travelers who are traveling using federal funds, which references the PIs/Co-PIs. Before making air travel arrangements PIs/Co-PIs and all personnel must identify the source of funding and if federal, ensure the booking of air travel is compliant with this Act. All travel not in compliance with this act will not be covered using federal funds and will not be approved. PIs/Co-PIs and all other personnel seeking to waive the requirements of this act may do so by completing CSUEB’s Fly America Act Waiver Checklist.
In addition, all faculty, student and staff traveling internationally on CSU business are required to use the California State University Risk Management Authority (CSURMA) Foreign Travel Insurance Program (FTIP). If such travel is to foreign countries listed on the Warning Countries list, all CSU travelers must work with ORSP to obtain the appropriate approvals, complete the CSU Campus Approval Request Form (45 Days Prior To Departure), and obtain CSURMA FTIP insurance prior to traveling. This also includes registering for the State Department’s Safe Travelers Enrollment Program (STEP). Travelers need only to enroll once and can update as trips are planned.