

JUSTIFICATION FOR USE OF FOREIGN-FLAG AIR CARRIER

(Submit to IRIS with travel expense report and/or ticket.)

- I. **General rule:** All air transportation of persons or property must be performed by, or under a code-sharing arrangement with, a U.S.-flag air carrier if available. Tickets (or documentation for electronic tickets) must identify the U.S.-flag air carrier's designator code and flight number.
- II. **Unacceptable reasons for using foreign carriers:**
- (A) It doesn't matter that a U.S. carrier doesn't have a direct or through service. You must use a U.S. carrier to the farthest interchange point.
 - (B) It doesn't matter that comparable or different service can be provided at less cost by a foreign carrier.
 - (C) It doesn't matter that it is more convenient to use a foreign carrier.
- III. **When you may use a foreign carrier:**
- (A) **Travel to and from the U.S.**
Use of a foreign-flag air carrier is permissible if the airport abroad is:
 - 1. your origin or destination airport, and use of U.S.-flag air carrier service would extend the time in a travel status by at least 24 hours more than travel by a foreign-flag carrier; or
 - 2. an interchange point, and use of U.S.-flag air carrier service would increase the number of aircraft changes you must make outside of the U.S. by 2 or more, would require you to wait 4 hours or more to make connections at that point, or would extend the time in a travel status by at least 6 hours more than travel by a foreign-flag air carrier.
 - (B) **Travel Between Points Outside the U.S.**
Use of a foreign-flag air carrier is permissible if travel by a:
 - 1. foreign-flag air carrier would eliminate 2 or more aircraft changes en route;
 - 2. U.S.-flag air carrier would extend the time in a travel status by at least 6 hours more than travel by a foreign-flag air carrier; or
 - 3. U.S.-flag air carrier would require a connecting time of 4 hours or more at an overseas interchange point.
 - (C) **Other**
 - 1. Short Distance Travel. You may use a foreign carrier, regardless of origin and destination, if the elapsed travel time from origin to destination airport is 3 hours or less and service by a U.S.-flag air carrier would double the travel time.
 - 2. U.S. carrier does not serve an origin or interchange point: You may then use a foreign carrier only to the nearest interchange point that connects with a U.S.-flag carrier.
 - 3. Involuntary rerouting: You may use a foreign carrier if a U.S.-flag carrier involuntarily reroutes you via that foreign carrier.
- IV. **Certification:** I certify that my use of the foreign-flag air carrier cited below was permissible for the reason stated in paragraph III () () [fill in letter and number]. Unless IRIS or its agents made the travel arrangements, I understand that I may be liable to IRIS for reimbursing this fare if in fact none of the permitted reasons for using a foreign carrier applies.

Airline: _____ Flight No: _____ Date(s) of flight: _____

Additional information: *You must provide specific details by separate memo.*

Print name: _____ Sign: _____ Date: _____

NOTICE ABOUT DOMESTIC RENTAL CAR INSURANCE

For IRIS travelers who rent an automobile for IRIS business within the U.S., IRIS maintains commercial automobile coverage for hired autos, so that you may decline all insurance options.