

Making Flight Reservations in Compliance with the Fly America Act

Using Concur's Booking Tool

1. On the Concur Homepage, select "Federal" in the Funding Source dropdown
2. Set up your air search as usual, providing the origin, destination, and travel dates.
3. Click Search

Booking for myself | [Book for a guest](#)

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Choose Funding Source First

Flight Search

Round Trip | One Way | Multi City

From ⓘ
IAH - George Bush Intercontinental - Houston, TX
[Find an airport](#) | [Select multiple airports](#)

To ⓘ
Shanghai - Shanghai Area Airports
[Find an airport](#) | [Select multiple airports](#)



Outbound ⓘ
10/10/2011 | depart ▼ | 09:00 am ▼
± 5 ▼

Return ⓘ
10/13/2011 | depart ▼ | 03:00 pm ▼
± 5 ▼

Pick-up/Drop-off car at airport
 Automatically reserve this car
 Find a Hotel

Class ⓘ | Search by
Economy class ▼ | Price ▼

Search

4. On the search results page the itineraries will be shown and indicated whether they comply with Fly America or not.
 - a. Flight itineraries in compliance with the Fly America Act will be marked with a checkmark, , and a green "select" button, .
 - i. Note-If you are searching by schedule instead of by price, the indicators will not be visible until you select your outbound and return flights and tell to "Price these Options" with the airline

CONCUR | Requests | **Travel** | Expense | Approvals | App Center | Administration | Help | Profile

Travel | Arrangers | Trip Library | Templates | Tools

Trip Summary

Select Flights
 Round Trip
 IAH - SHA
 Outbound: Mon, 10/10/2016
 Return: Thu, 10/13/2016

Finalize Trip

All United fares that are purchased through Concur or Shorts Travel Agency will be discounted 2%. The discount is included in the fares shown below. For itineraries that include United and additional airlines, the United portions will have to be issued on a separate ticket in order to utilize the contract discounts. The second ticket will incur a second travel agent booking fee.

HOUSTON, TX TO SHANGHAI, CHINA MON, OCT 10 - THU, OCT 13

Print / Email | Hide matrix

	United	Multiple	ANA All Nippon Airlines	Asiana Airlines	American Airlines	Delta	Air Canada
1 stop 87 results	1,626.66 6 results	899.16 1 results	798.56 17 results	—	1,365.66 49 results	1,295.66 12 results	1,328.06 2 results
2 stops 187 results	1,628.44 12 results	774.36 82 results	—	1,099.16 2 results	1,113.16 70 results	1,359.66 21 results	—

Baggage Fee Policies | Hide fare display legend

Ticket is refundable
 Turboprop plane
 Flight/Train arrives on a different day
 This option is Fly America Act with Open Skies Exceptions compliant
 Short or long connection time
 Gogo Wi-Fi 100% coverage
 Quiet car available (no cell phone use)

Shop by Fares | Shop by Schedule | Sorted By: Policy - Most Compliant

Displaying: 200 out of 274 results.

Both Indicate Compliance

United	10:10a IAH → 05:25p PVG	1 stop SFO	18h 15m	\$1,626.66 Select ✓
United	12:10p PVG → 04:40p IAH	1 stop SFO	17h 30m	
United	10:10a IAH → 05:25p PVG	1 stop SFO	18h 15m	\$1,626.66 Select ✓
United	12:10p PVG → 05:25p IAH	1 stop SFO	18h 15m	

Outbound - Mon, Oct 10
 Depart: 06:30 A - 01:30 P
 Arrive: 02:55 P - 06:55 P

Return - Thu, Oct 13

- b. Flight itineraries not in compliance with the Fly America act will not be marked with the checkmark, ✓, and will have a yellow select button, **Select ⚠**.
- Note-If you are searching by schedule instead of by price, the indicators will not be visible until you select your outbound and return flights and tell to “Price these Options” with the airline

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HOUSTON, TX TO SHANGHAI, CHINA MON, OCT 10 - THU, OCT 13

Print / Email | Hide matrix

All	United	Multiple	ANA All Nippon Airlines	Asiana Airlines	American Airlines	Delta	Air Canada
274 results	Most Preferred						
1 stop 87 results	1,626.66 6 results	899.16 1 results	798.56 17 results	—	1,365.66 49 results	1,295.66 12 results	1,328.06 2 results
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 Turboprop plane
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 Gogo Wi-Fi 100% coverage
 Quiet car available (no cell phone use)

Shop by Fares | Shop by Schedule | Sorted By: Policy - Most Compliant

Displaying: 2 out of 274 results.

No Checkmark, Yellow Button Indicates Not in Compliance

Asiana Airlines ¹	08:30a IAH	08:55p PVG	2 LAX/ICN	23h 25m	\$1,099.16
	06:00p SHA	05:45p IAH	2 GMP/LAX	36h 45m	Select
¹ Asiana Airlines 9513 operated by United					
Asiana Airlines ¹	09:15a IAH	08:55p PVG	2 SFO/ICN	22h 40m	\$1,149.16
	06:00p SHA	05:45p IAH	2 GMP/LAX	36h 45m	Select
¹ Asiana Airlines 9522 operated by United					

5. If the flight itinerary chosen does not comply with the Fly America Act, a valid exception must be provided. Select the appropriate exception from the dropdown menu.

Travel Policy Violation

This flight is not in compliance with the following travel rule(s):

- Is not Fly America Act Compliant without Open Skies Exceptions

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

-- Please Choose a Reason --

Certified carriers only offer first class tickets
 Would require layover of more than 6 hours to transfer to certified carrier
 While en route, flight was interrupted and wait is anticipated to be greater than 6 hours
 Travel on certified carrier would take 12 or more hours longer than non-certified carrier
 Non-certified carrier flight is 3 hours or less and certified carrier would involve twice the travel time
 No seats available on any flight scheduled to leave with 24 hours of departure time or arrive within 24 hours of arrival

Save | Cancel

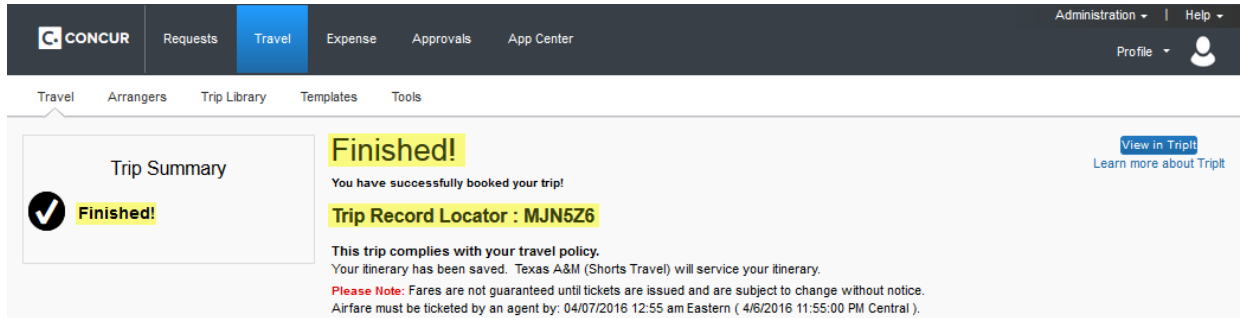
Chosen:

Cost: \$1099.16

Outbound Flight

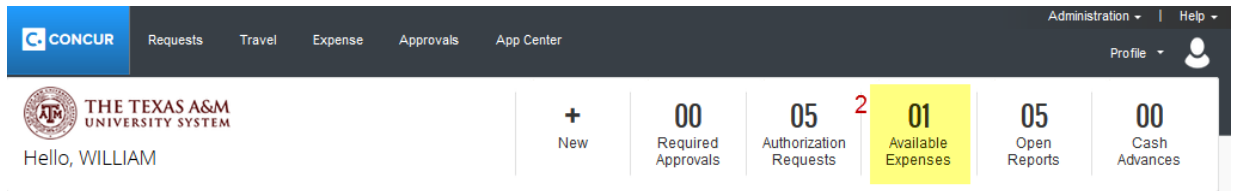
ASIANA AIRLINES	9517	George Bush Intercontinental (IAH)	10/10/2016	Los Angeles Intl (LAX)	10/10/2016	Boeing 737-800
ASIANA AIRLINES	201	Los Angeles Intl (LAX)	10/10/2016	Incheon Intl (ICN)	10/11/2016	Airbus A380-800

- Continue booking as usual. Be sure to progress through all screens until you are told the booking is finished.

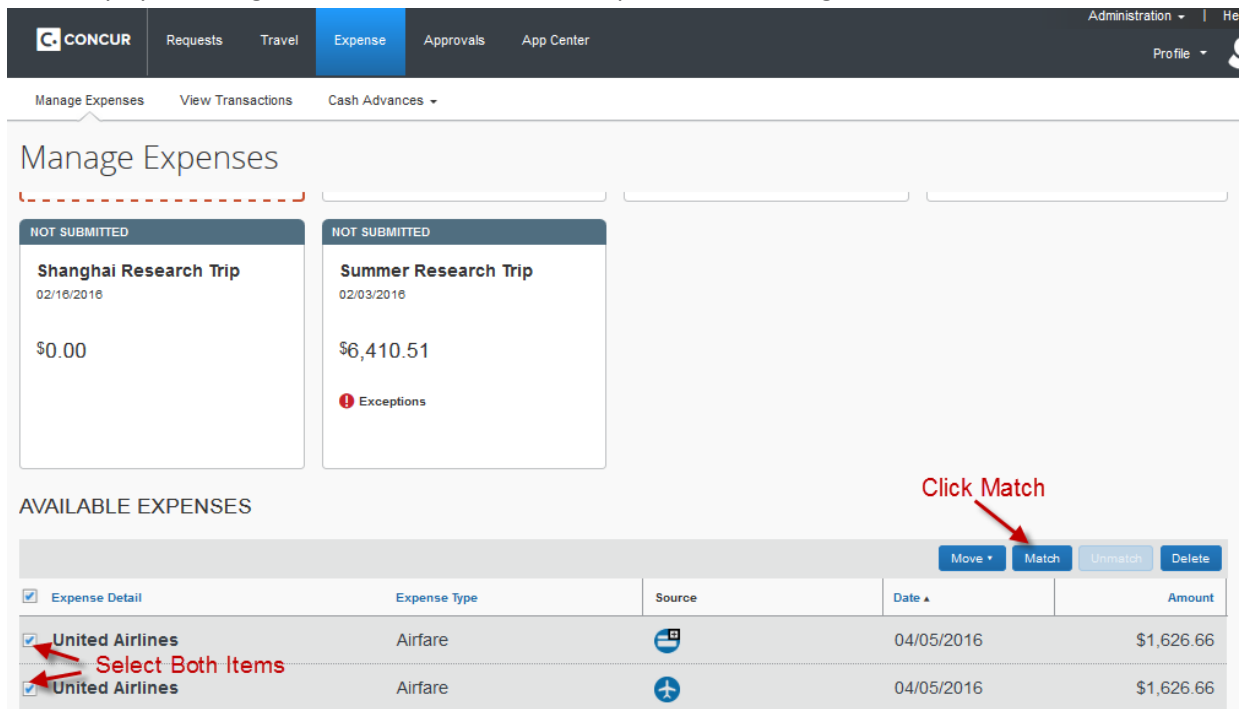


Itinerary MUST be Included on the Expense Report

- In order to maintain documentation of compliance, or exception, to the Fly America Act the itinerary data must be included on the expense report.
- Itinerary data will appear in the “Available Expenses” section in Concur. To view your available expenses, simply click on the tile labeled “Available Expenses” on the Concur Homepage



- When using the University/Agency Travel card, Concur will match the imported credit card transaction with the itinerary data automatically. However, if it does not match automatically you should match manually by selecting the checkbox next to each expense and clicking on the “Match” button.



- Once the card charge and itinerary are matched you can click and drag the paired item onto your expense report in the section above, or click the “Move” button and select which report to add to.
 - If a personal card was used to pay for the trip, the itinerary data will still populate into the available expense and must be imported onto the expense report.

AVAILABLE EXPENSES


Expense Detail	Expense Type	Source	Date
<input checked="" type="checkbox"/> United Airlines	Airfare		04/05/2016

AVAILABLE RECEIPTS

Click Move

Select the Expense

Select the Report to Move the Expense to

- The itinerary is now added to the expense report and can be viewed to provide exception reasons for not complying with the act. To view the exception selected, hover over the itinerary button, , and click on the record locator number.

Trip Itinerary: Shanghai Research

Trip Name/Description: Shanghai Research
 Description: -
 Start Date: 10/10/2016
 End Date: 10/14/2016
 Record Locator: MRN04E

Flight Booking Information

Airline: Asiana Airlines
 Flight #: 9517
 Departure Date: 10/10/2016 8:30 AM
 From: IAH
 To: LAX

Flight Booking Information

Airline: Asiana Airlines
 Flight #: 201
 Departure Date: 10/10/2016 12:10 PM
 From: LAX
 To: ICN

Hover

Click

- On the next screen, any rule violations will be listed on the left side along with the exception selected during the booking process

Request

Request Status/History | Travel Itinerary

Item Name:
 Trip Description:
 Meeting Name:
 Submitted By:
 Submitted on:
 Last Ticket Date:
 Approval Status/History:

History/Notes:

Fly America Act Violation

Flight Rule Violation
 Is not Fly America Act Compliant without Open Skies Exceptions - Log For Reports

Violation Reason Code:
 FAA-01 - Certified carriers only offer first class tickets

Booker Comments

Valid Exception

Airfare quoted total:
 1099.16
 Ticket non-refundable - penalties may apply

Reserving Directly Through Short's Travel

If you would prefer to have Short's travel handle the booking for you, they can be reached at 877-225-0239. Inform them that you are traveling on federal funds. If needed, during the booking process they will note what exception applies when not booking Fly America Act compliant airfare.

Making Reservations Independently (Not Using Concur or Short's)

While booking through Short's, either via the Concur online booking tool or calling them directly, is recommended, a traveler may choose to accept this responsibility and book through other means. By doing so, the traveler assumes 100% responsibility that the airfare is in compliance or a valid exception is documented. Documentation must be attached to the Concur expense report. Documentation of compliance is the appearance of the US flag air carrier's designator code and flight number on tickets or associated documentation (e-Ticket itinerary) for all legs of a trip. Should the travel be booked "outside" of Short's Travel Management, the exception form can be found at <http://fmo.tamu.edu/accounts-payable/travel/forms/>