Highlighting select clarifying General Principles:

AIR TRAVEL ON FEDERALLY SPONSORED AWARDS AND ON UNIVERSITY BUSINESS
Travel charges to Sponsored Awards

- Travel charged to sponsored awards is subject to specific limitations and restrictions set by the sponsor(s) and, if applicable, federal regulations.

- Travel restrictions may vary between federal and non-federal sponsors.

Fundamentals of Air Travel Reservations on University Business:

- Travelers (or their designees) conducting Yale business are encouraged to plan their travel as far in advance as possible, as the availability of lower air fares are generally greater when reservations are booked well in advance.

- Travelers (or their designees) are not required, but they are encouraged, to book air travel using the University’s preferred travel supplier, Egencia.

- The University does not pay dues for a traveler’s membership in airline clubs.

- Travelers (or their designees) are expected to provide documentation via an expense report for all air travel on University Business. This documentation includes the following, at a minimum;
  
  - Receipt showing traveler name, flight details (including airfare class), pricing, and payment;
  - Valid business purpose for the expense. A valid business purpose should describe enough detail to allow an approver and any subsequent reviewer to validate the need for the expenses; and
  - Any additional supporting documentation required
Changes and Cancellations

If air travel is charged to a sponsored award and subsequently cancelled or otherwise not used, the traveler (or their designee) is responsible for removing the charge from the sponsored award (i.e. crediting the sponsored award) and moving the charge to appropriate, non-sponsored charging instructions.

Travelers and their designee should endeavor to avoid change and cancellation fees whenever possible. In the event a traveler incurs a change or cancellation penalty:

- Penalties for changes to an airline ticket for business reasons or circumstances beyond the traveler’s control will be reimbursed. Non-sponsored funds should be used. Note: In general, airlines require that a ticket is changed or cancelled prior to the flight departure to retain its value.
- When applicable, the remaining value of the ticket (less any airline-imposed penalties) should be applied to the next appropriate business trip. Unused tickets cannot be used for personal travel.
- Travelers will not be reimbursed for trips cancelled, changed, or forfeited (due to a failure to cancel prior to departure) for personal convenience.
Airfare Pricing Principles

Travelers (or their designee) on federally sponsored awards and subawards are expected to use the *basic least expensive unrestricted accommodations* (i.e. economy, coach) offered by commercial airlines, consistent with business requirements.

- Note: Travelers (or their designee) on non-sponsored funds are expected to select the *least expensive* airfare within the main cabin class (i.e. economy, coach) that is consistent with business requirements.

The University acknowledges that commercial airlines vary in their ticketing structures and do not necessarily offer consistent services in single fares. Therefore, Yale considers “*unrestricted accommodations*” to include the following:

- Seat selection;
- Checked luggage; **and**
- **Refundable fare**
  - Note: Yale considers the *least expensive* airfare within the main cabin class (i.e. economy, coach) that is consistent with business requirements to include the following: Seat selection and Checked luggage.
  - Note: Travelers who select a commercial airline whose economy or economy-equivalent fare includes less than the above may purchase available upgrades within the airline’s economy or economy-equivalent class to obtain services substantially similar if they are not included in the airfare price; i.e. preferred seating within the economy or economy-equivalent class but cannot be charged to federally sponsored awards.
Travelers (or their designee) on federally sponsored awards and subawards are expected to document their selection of the basic least expensive unrestricted accommodations class (i.e. economy, coach) offered by commercial airlines, consistent with business requirements, by including an airfare comparison* from a travel service (i.e. Egencia, Sanditz, Travelocity, Orbitz, Expedia) contemporaneous with the booking.

* screenshot showing the search parameters, any search filters, the date and time of the screenshot, and at least three comparison flights (if available)

Note: If the traveler (or their designee) selects a non-refundable airfare (considered to be least expensive than the basic least expensive unrestricted accommodations class i.e. economy, coach) and the flight is not taken, the traveler (or their designee) is responsible for ensuring the charge is removed from the sponsored award. Department or non-sponsored funds may be used to cover such charges.
Air Travel example: Basic least expensive unrestricted accommodations class airfare

Traveler (or their designee) searches a travel service for flights between cities M and N for date Q. The travel service shows the basic least expensive unrestricted accommodations class airfare, consistent with business requirements, priced at $400. Traveler (or their designee) takes the following actions:

• Maintains documentation showing the flight details and pricing for the $400 flight and the comparison flights (this includes a screenshot showing the search parameters, any search filters, the date and time of the screenshot, and at least three comparison flights (if available));
• Selects and books the $400 flight; and
• Attaches the documentation to the applicable expense report and provides appropriate charging instructions.
Air Travel example: Non-refundable airfare

Traveler (or their designee) searches a travel service for flights between cities AA and BB for date ZZ. The travel service shows the basic least expensive unrestricted accommodations class airfare, consistent with business requirements, priced at $900 (“Baseline Flight”). Traveler (or their designee) instead opts to select a non-refundable airfare between cities CC and DD for date YY for $700 (“Alternate Flight”). Traveler (or their designee) takes the following actions:

• Maintains documentation showing the flight details and pricing for both the Baseline Flight and the Alternate Flight (this includes a screenshot showing the search parameters, any search filters, the date and time of the screenshot, and at least three comparison flights (if available));
• Calculates the cost differential between the Baseline Flight and Alternate Flight at $200 (traveler may purchase upgrades to Alternate Flight up to this $200); and
• Attaches documentation to the applicable expense report and provides appropriate charging instructions for the price of the Alternate Flight ($700) and any purchased upgrades.
Non-economy class air travel

The excess cost differential *may* be charged to a federally sponsored award *only* when the basic least expensive unrestricted accommodations class offered by commercial airlines is not reasonably adequate for the traveler’s medical needs (i.e. a medical justification exists, documented in writing by a primary care provider).

Note: Travelers on University business are not permitted to use first class for air travel.
Personal upgrades and personal travel

The University allows travelers to accrue their own frequent flyer mileage for trips taken on University business. The University does not, however, reimburse travelers for tickets or upgrades purchased with frequent flyer miles or other reward points.

The source of upgrade must be documented on the applicable expense report and must cover the excess cost differential between the purchased ticket.
Whenever possible, personal expenses should be charged separately when making travel arrangements. If part of the business trip is personal/leisure and requires extra bags (i.e. golf clubs), the cost of the extra bags is personal.

If a travel itinerary is structured to accommodate personal business or leisure, the traveler must pay the incremental cost of personal travel and document the costs incurred, separating personal expenses from University business expenses. To do so, the traveler (or their designee) is expected to attach documentation to the applicable expense report showing an airfare comparison from a travel service (e.g., Egencia, Sanditz, Travelocity, Orbitz, Expedia) contemporaneous with the booking. The cost of the University business component needs to be clearly differentiated from the cost of the personal component.
Air Travel example: Includes personal travel/extended travel dates

Traveler is flying for University business between cities E and F for dates W through X. Traveler (or their designee) searches a travel service, which shows the least expensive airfare** within the main cabin class (e.g., economy, coach) that is consistent with business requirements priced at $600 ("University Flight"). Traveler (or their designee) chooses, for traveler’s personal reasons, to extend the trip for two days at the beginning, changing the start date to V rather than W. To accommodate this change, traveler (or their designee) books a flight between cities E and F for dates V through X for $800 ("Personal Flight"). Traveler (or their designee) takes the following actions:

- Maintains documentation showing the flight details and pricing for both the University Flight and the Personal Flight (this includes a screenshot showing the search parameters, any search filters, and the date and time of the screenshot);
- Calculates the excess cost differential between the Personal Flight and University Flight at $200; and
- Attaches documentation to the applicable expense report and provides appropriate charging instructions for the price of the University Flight ($600) and an explanation that the excess cost differential was to accommodate personal travel. The $200 excess cost differential is a personal expense for the traveler.

** must be basic least expensive unrestricted accommodations (i.e. economy, coach) on federally sponsored awards and subawards
Air Travel example: Includes personal travel/added a destination > University flight

Traveler is flying for University business between cities G and H for dates T through U. Traveler (or their designee) searches a travel service, which shows the least expensive** airfare within the main cabin class (e.g., economy, coach) that is consistent with business requirements priced at $700 (“University Flight”). Traveler (or their designee) chooses, for traveler’s personal reasons, to add a third city, I, to the trip. To accommodate this change, traveler (or their designee) books a flight package with legs between cities G and H, H and I, and I and G for $1,100 (“Personal Flight”). Traveler (or their designee) takes the following actions:

- Maintains documentation showing the flight details and pricing for both the University Flight and the Personal Flight (this includes a screenshot showing the search parameters, any search filters, and the date and time of the screenshot);
- Calculates the excess cost differential between the Personal Flight and University Flight at $400; and
- Attaches documentation to the applicable expense report and provides appropriate charging instructions for the price of the University Flight ($700) and an explanation that the excess cost differential was to accommodate personal travel. The $400 excess cost differential is a personal expense for the traveler.

** must be basic least expensive unrestricted accommodations (i.e. economy, coach) on federally sponsored awards and subawards
Air Travel example: Includes personal travel/added a destination < University flight

- Traveler is flying for University business between cities J and K for dates R through S. Traveler (or their designee) searches a travel service, which shows the least expensive** airfare within the main cabin class (e.g., economy, coach) that is consistent with business requirements priced at $900 (“University Flight”). Traveler (or their designee) chooses, for traveler’s personal reasons, to add a third city, L, to the trip. To accommodate this change, traveler (or their designee) books a flight package with legs between cities J and K, K and L, and L and J, which turns out to be less expensive at $800 (“Personal Flight”). Traveler (or their designee) takes the following actions:

  - Maintains documentation showing the flight details and pricing for both the University Flight and the Personal Flight (this includes a screenshot showing the search parameters, any search filters, and the date and time of the screenshot); and
  - Attaches documentation to the applicable expense report and provides appropriate charging instructions for the price of the less expensive Personal Flight ($800) and an explanation that the Personal Flight is less expensive than the University Flight, even though it accommodates personal travel. The full $800 price is considered a valid Yale business expense and is covered.

** must be basic least expensive unrestricted accommodations (i.e. economy, coach) on federally sponsored awards and subawards
Fly America Act

Travelers (or their designees) on University business funded by a federal award must comply with the requirements of 2 CFR Part 200 and are required by 49 U.S.C. 40118, commonly referred to as the “Fly America Act,” to use United States air carrier service for all air travel and cargo transportation services funded by the United States Government. Accordingly, it is the responsibility of the traveler (or their designee) and their departmental business office to:

- Identify the source(s) of funds supporting the travel, determine the methodology of expense allocation, and determine whether one or more allocated source is a federally sponsored award;
- Review the terms and conditions of the applicable award notice, award document, program announcement, and/or sponsor specific requirements to determine if any travel restrictions apply prior to making any travel arrangements; and
- Book air travel in accordance with this procedure, any applicable travel restrictions, and the Fly America Act or Open Skies Agreement (see below).
Fly America Act continued

Federal regulations (i.e., the Fly America Act) require that federally funded domestic awardees use U.S. flag air carriers when traveling between the U.S. and an international destination, between domestic destinations, or between international destinations to the maximum extent possible.

Any air transportation to, from, between, or within a country other than the U.S. of persons or property paid for from U.S. federal funds must be performed by or under a code-sharing arrangement with a U.S. flag air carrier if service provided by such carrier is available. Tickets or documentation for electronic tickets must identify the U.S. flag air carrier’s designator code and flight number.

For purposes of this requirement, a U.S. flag air carrier service is considered available even though:

- A comparable or a different kind of service can be provided at less cost by a foreign flag air carrier; or
- A foreign flag air carrier service is preferred or more convenient.
Exceptions to the Fly America Act are permitted when one or more of the following conditions exist at the time travel reservations are made:

- A U.S. flag air carrier is not available.
- The use of a U.S. flag air carrier would extend travel time, including delay at origin, by 24 hours or more.
- A U.S. flag air carrier does not offer non-stop or direct service between origin and destination and would:
  - Increase the number of aircraft changes outside the U.S. by two or more;
  - Extend travel time by at least six hours or more; or
  - Require a connection time of four hours or more at an overseas interchange point.
- For short distance travel, when both of the following two conditions are met:
  - The elapsed time between origin and destination by a foreign carrier is three hours or fewer, and
  - The use of a U.S. flag air carrier would double the time en-route.
Fly America Act documentation

According to the U.S. General Services Administration ("GSA"), exceptions to the Fly America Act must be documented. Specifically, to document a Fly America exception or waiver, including under an Open Sky Agreement, you must include the following information as attachments to the applicable expense report:

1. A completed and signed Form 3301 FR.06 Documentation for Travel on a Non-U.S. Air Carrier;
2. A detailed travel itinerary from a travel agent or online travel service (e.g., Egencia, Sanditz, Travelocity, Orbitz, Expedia); and
3. The search results performed at the time of booking from an online travel service that document all available flights and the existence of the Fly America exception identified on the Fly America exception form, if applicable.

Note: For those rare situations when a booking from a travel agent or online travel service with accompanying search results is not possible, please provide a detailed explanation as to why the information for items 2. and 3., above, is not being provided in addition to providing Form 3301 FR.06 Documentation for Travel on a Non-U.S. Air Carrier. Consideration will be given to the circumstances described by the traveler (or their designee), but an exception to the documentation requirement is not guaranteed.

Travelers (or their designees) must not charge airfare without the required supporting documentation to a federally sponsored award, unless a documentation exception has been approved per the above note. Failure to complete and attach all proper documentation (including an approved exception, if applicable) will result in removal of the applicable charge(s) from sponsored awards.
**Employee Checklist for Reimbursement of Airfare on Grants & Contracts**

Prior to making any travel arrangements on sponsored awards (grants & contracts), travelers are expected to review the terms and conditions of the applicable award notice, award document, program announcement, and/or sponsor specific requirements to determine if any travel restrictions apply.

Travelers are expected to provide documentation for all air travel. This documentation includes the following, at a minimum:

- Receipt showing traveler name, flight details (including airfare class), pricing, and payment
- Valid business purpose for the expense
- Source(s) of funds to charge the travel
- Methodology of expense allocation if more than two sponsored awards are being charged
- Any additional supporting documentation required if on a federal grant or contract (see below section**)

  - **On sponsored awards**, travelers are required to use the basic least expensive unrestricted accommodations (i.e. economy, coach) offered by commercial airlines, consistent with business requirements; This includes seat selection, checked luggage and a refundable fare.
  - **On non-sponsored funds**, travelers are expected to use the least expensive airfare within the main cabin class (i.e. economy, coach) that is consistent with business requirements; This includes seat selection and checked luggage.

**Travelers on federally sponsored awards**

Must document their selection of the basic least expensive unrestricted accommodations class (i.e. economy, coach) offered by commercial airlines, consistent with business requirements, by including an airfare comparison.

This airfare comparison should consist of a screenshot showing the search parameters, any search filters, the date and time of the screenshot, and at least three comparison flights (if available) from a travel service (i.e. Egencia, Orbitz, Expedia) at the time of the booking.

- If selecting a non-refundable airfare, also include documentation showing the flight details and pricing for both the Baseline Economy Flight and the Alternate Flight with non-refundable airfare
- If combining personal travel with business travel, also include documentation showing the flight details and pricing for both the University Flight and the Personal Flight
- If using frequent flyer miles for upgrades, also include documentation showing the flight details and pricing for both the Upgrade Flight and the Economy Flight
- If selecting a business class flight, also include documentation showing the flight details and pricing for both the Business Flight and the Economy Flight
- If selecting a Non-U.S. Air Carrier, also include a completed and signed Form 3301 FR.06 Documentation for Travel on a Non-U.S. Air Carrier

For the complete ‘Travel on University Business’ policies, visit your.yale.edu/policy/3301-travel-university-business