



USAID
FROM THE AMERICAN PEOPLE

USE OF NON-CONTRACT AIR CARRIERS

Justification Certificate for Use of a Non-Contract Air Carrier (**Ref: 14 FAM 543**)

Note: Complete a separate justification for each affected segment of the flight.

Name of Traveler:

Agency of Traveler: USAID

Origination Point:

Destination Point:

<input type="checkbox"/> Contract Carrier Information (Mandatory)	
Carrier:	Flight:
Departure Date/Time:	Arrival Date/Time:
Price Code:	Price:
Routing:	

<input type="checkbox"/> Non-Contract Carrier Information (Proposed)	
Carrier:	Flight:
Departure Date/Time:	Arrival date/Time:
Price Code:	Price:
Routing:	

Please refer to Page 2 for exceptions to the mandatory use of contract carriers (as per 14 FAM 543), check one that best fits your case and provide specifics in the space below:

Date:
(mm/dd/yyyy)

Date:
(mm/dd/yyyy)

Date:
(mm/dd/yyyy)

Signature of Traveler _____

TMC Approving Official _____

M/MS/TTD Approving Official: _____

14 FAM 543 CONTRACT CARRIERS

(CT:LOG-3; 06-28-2005) (Uniform State/BBG/USAID/Commerce/Agriculture)

- a. The use of contract air carriers offering discount (city-pair) fares between certain cities, contracted for by the General Services Administration (GSA), are considered advantageous to the U.S. Government, and their use by travelers and procurement officials is mandatory for authorized air travel between the city-pair except when:
- (1) Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
 - (2) The contractor's flight schedule is inconsistent with the provisions of 14 FAM 581.1 with regard to scheduling travel during the employee's regularly scheduled workweek; or
 - (3) A noncontract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the U.S. Government, to include the combined costs of transportation, lodging, meals, and related expenses. (**NOTE:** This exception does not apply if a contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to U.S. Government and military travelers on official business and may only be purchased with a GTR, contractor-issued charge card or centrally billed account (e.g., YDG, MDG, ODG, VDG, and similar fares)); or
 - (4) Rail service is available, and such service is cost effective and is consistent with mission requirements; or
 - (5) Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to you.
- b. *When departing from or arriving at a U.S. metropolitan area with multiple airports:*
- (1) *For U.S. domestic travel, the city-pair contract is airport specific and the traveler may use the airport that best suits the traveler's needs and is cost effective;*
 - (2) *For international travel, the city-pair contract is city specific and generally only one airport is identified for contract use. Should contract carriers provide service to/from multiple city airports, the traveler may transit the airport of choice; however, the traveler must use the least costly fare basis available for the authorized class of service for travel to/from the metropolitan area;*
 - (3) *Cities with multiple airports include Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, Miami, New York, San Francisco, and Washington, DC.*
- c. *Absent contract air carriers offering international discount (city-pair) fares to/from U.S. metropolitan areas, travelers will use the least costly fare basis available for travel to/from the U.S. metropolitan area.*
- d. *In all cases, the traveler is expected to use good judgment in minimizing costs to the U.S. Government consistent with accomplishing the mission in a timely manner.*