

Hunter College Office of Research Administration Information Alert

NOVEMBER 2011
ALERT # 11

CHANGES TO FOREIGN TRAVEL

The Research Foundation of CUNY (RF) has recently announced that it will now permit foreign air travel on European Union carriers due to changes to the Open Skies Air Transport Agreement. What this means is that **you can now fly on airlines other than U.S. airlines if travelling to the following European Union countries:**

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom

Also, for travel between the U.S. and Switzerland or the U.S. and Australia, **you may now also travel on Switzerland and Australian airlines.** But, the point of origin must be the U.S. or Switzerland/Australia.

THE FOLLOWING FOREIGN TRAVEL GUIDELINES STILL APPLY:

- All travel must be via economy class only.
- These changes only apply to the countries specified above. For travel to other foreign countries, if you are using a U.S. airline that has a code sharing arrangement with foreign air carriers, the ticket must be issued with the U.S. air carrier's information and 'Operated' by the foreign air carrier's information.

For example, American Airlines has a code sharing agreement with Cathay Pacific to Indonesia. If the ticket identifies a flight as AA 6073 Operated by Cathay Pacific, the requirements would be met, even if the flight was a Cathay Pacific airplane.

- In rare circumstances when you cannot travel by U.S. or European Union carriers, written justification must be provided. Lower cost is not an acceptable justification.
- RF maintains Travel Accidental Death and Dismemberment insurance for RF employees traveling internationally. This is evoked when you complete a Travel Authorization and Request for Advance Form (RF 040).
- Keep in mind that the funding agency may have further restrictions; please check with your RF Project Administrator before you make travel arrangements.

ALERT

WHY THIS ALERT?

This publication has been created to serve the purpose of informing researchers of new information, trends and concerns as they occur.



Remember

A Travel Advance Request Form should be completed before you travel to request advance funds. A Travel Expense Voucher and Request for Payment form should be completed after you travel. Receipts should be attached.