

# American Airlines

# TRIP Book

Updated July 10, 2009

**Important Notice:** American Airlines publishes separate versions of the TRIP Book according to an employee's eligibility for travel privileges. Each view of the TRIP Book is personalized by company code, workgroup and employment status. The e-HR application recognizes personnel information when you login. At this time, system limitations prevent creation of a personalized online version for former TWA employees who have American Airlines travel privileges. This document is available to former TWA employees who fall under the "Travel Separation" program. For TRIP Book clarifications, contact HR Services.

**Print Warning:** This document is approximately 115 pages. It is suggested that you print only the pages you need. To print specific pages: 1) Select PRINT, 2) Select Page Range, PAGES radio button, 3) Enter the page or page range you would like to print.

**Links are Non-Functional:** The hyperlinks in this document link you back to the online content, not to another location within the document. If you receive an error message when attempting to link to the online content, you most likely have a TWA Company Code. Contact HR Services with questions.

**Search Suggestions:** To search for a specific policy, you can conduct a Key Word Search using the "Find" box on the Tool Bar in the Top Right Hand Corner.

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# TRIP Book

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## Overview of Travel Eligibility (AAI10474)

The travel privileges you receive are based upon several factors. This section explains who is eligible for different types of travel based on the Company you work for, your current company seniority, workgroup, and your employment status.

Note, the TRIP Book provides that travel privileges, unless otherwise stated, be for the life of the eligible employee, retiree or their surviving spouse/Domestic Partner; however subject to American Airlines, Inc. termination or modification of the TRIP Book.

Failure to pay any company debt may result in your travel eligibility being suspended. This includes, but is not limited to NRSA, salary overpayments, and non-payment of benefits. Your travel privileges will be suspended until the balance is paid in full or a pay plan has been negotiated and brought current (no pay plan option is available for NRSA). Required payment will include any associated [administrative fees](#) and [waiting periods](#) may also apply.

In addition, the travel privileges cannot be carried over from one calendar year to the next. Refer to the links below to determine your eligibility for travel privileges.

The [Guest Travel Policy](#) contains the portions of the Travel Policy your family members and other guest travelers must know while using your travel privileges. Share it with them before their trip begins.

## Proof of Eligibility

As a reminder, AMR Corporation and its affiliates reserve the right to request documented proof of dependent eligibility for travel privileges at any time. If you do not provide documented proof when requested, or if any of the information you provide is not true and correct, your actions will be considered a violation of Company policy and may result in termination of employment, and/or permanent revocation of your travel privileges.

For more information, see:

- [Travel Eligibility Charts](#)
- [Travel Eligibility for Domestic Partners](#)
- [Travel Eligibility for Active Employees and Family Members](#)
- [Travel Eligibility for Registered Companions](#)

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The following information is available for Travel Eligibility Charts

- [Travel Eligibility Charts for American and American Eagle Employees](#)
- [Travel Eligibility Charts for Employees of Other Companies](#)

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## Travel Eligibility Charts for American and American Eagle Employees (AAI10484)

Select from the list below to view travel eligibility specifications:

<b>American and American Eagle</b>	
<b>Employee Status</b>	<b>Travel Eligibility</b>
Active	<a href="#">Active Employee</a>
Article 30	<a href="#">Appendix T - Article 30 Flight Attendant</a>
Furlough	<a href="#">Furlough or Reduction-in-Force (RIF)</a>
Leave of Absence (LOA)	<a href="#">LOA with Travel Privileges</a>
	<a href="#">Extended LOA - 5 years</a>
	<a href="#">Extended LOA - 10 years</a>
	<a href="#">Transitional LOA</a>
Surviving Spouse	<a href="#">Surviving Spouse</a>
Retiree	<a href="#">Retiree</a>
<b>Active Employee</b>	
<a href="#">Boarding Priority</a>	D2, upon hire date
<a href="#">D1 Passes</a>	4 one way trips/year, upon hire date
Travel on Other Airlines (OAL)	Yes, after 6 months company seniority

<a href="#">A9</a>	Yes, upon hire date
<a href="#">D3 Passes</a>	Yes, after 2 years company seniority
<a href="#">Parents</a> Allowed	Yes, upon hire date
Eligible for <a href="#">Registered Companion (RC)</a> *	Yes, upon hire date
<a href="#">AA20</a>	Yes, upon hire date

\*RC option available only if single.

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<b>Appendix T - Article 30 Flight Attendant*</b>	
<a href="#">Boarding Priority</a>	D2
<a href="#">D1 Passes</a>	No
Travel on OAL	No
<a href="#">A9</a>	No
<a href="#">D3 Passes</a>	No
<a href="#">Parents</a> Allowed	No
Eligible for <a href="#">RC</a>	No
<a href="#">AA20</a>	No

\* Appendix T are allotted 16 one-way passes.

\* Article 30 are allotted 20 one-way passes.

**Note:** Travel is not allowed on flights operated by American Connection (AAC).

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<b>Furlough or Reduction-in-Force (RIF) (Travel for 18 Months)</b>	
<a href="#">Boarding Priority</a>	D2
Boarding Priority after 90 days (subject to imputed income charges)	D2P
<a href="#">D1 Passes</a>	No
Travel on OAL	No
<a href="#">A9</a>	No
<a href="#">D3 Passes</a>	No
<a href="#">Parents</a> Allowed	Yes
Eligible for <a href="#">RC</a> *	Yes
<a href="#">AA20</a>	Yes

\*RC option available only if single.

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<b>LOA with Travel Privileges**</b>	
<a href="#">Boarding Priority</a>	D2
<a href="#">D1 Passes</a>	No - except family, <a href="#">military</a> , <a href="#">overage</a> , and <a href="#">timecard</a> leaves
Travel on OAL	Yes - except <a href="#">sick</a> , <a href="#">injury-on-duty</a> , and personal with reinstatement rights, which are not covered by our interline agreements with other carriers.
<a href="#">A9</a>	Yes
<a href="#">D3 Passes</a>	Yes, after 2 years company seniority
<a href="#">Parents</a> Allowed	Yes
Eligible for <a href="#">RC</a> *	Yes

<a href="#">AA20</a>	Yes
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\*RC option available only if single.

\*\*Reference [Travel While Absent from Work](#) for details.

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<b>Extended LOA - 5 Years</b>	
<a href="#">Boarding Priority</a>	D2
Boarding Priority after 90 days (subject to imputed income charges)	D2
<a href="#">D1 Passes</a>	No
Travel on OAL	No
<a href="#">A9</a>	No
<a href="#">D3 Passes</a>	No
<a href="#">Parents</a> Allowed	No
Eligible for <a href="#">RC</a>	No
<a href="#">AA20</a>	No

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<b>Extended LOA - 10 years</b>	
<a href="#">Boarding Priority</a>	D2
Boarding Priority after 90 days (subject to imputed income charges)	D2
<a href="#">D1 Passes</a>	No
Travel on OAL	No
<a href="#">A9</a>	No
<a href="#">D3 Passes</a>	No
<a href="#">Parents</a> Allowed	No
Eligible for <a href="#">RC</a>	No
<a href="#">AA20</a>	No

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<b>Transitional LOA**</b>	
<a href="#">Boarding Priority</a>	D2
<a href="#">D1 Passes</a>	4 one way trips/year
Travel on OAL	No
<a href="#">A9</a>	No
<a href="#">D3 Passes</a>	Yes
<a href="#">Parents</a> Allowed	Yes
Eligible for <a href="#">RC</a> *	Yes
<a href="#">AA20</a>	Yes

\*RC option available only if single.

\*\*Reference [Travel While Absent from Work](#) for details.

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<b>Surviving Spouse*</b>
--------------------------

<a href="#">Boarding Priority</a>	D2
<a href="#">D1 Passes</a>	No
Travel on OAL	No
<a href="#">A9</a>	Yes
<a href="#">D3 Passes</a>	Yes
<a href="#">Parents</a> Allowed (only those parents of the employee)	Yes
Eligible for <a href="#">RC</a>	No
<a href="#">AA20</a>	Yes

\*Reference the [Travel Privileges for Surviving Family Members](#) for details.

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<b>Retiree</b>	
<a href="#">Boarding Priority</a>	D2
<a href="#">D1 Passes</a>	4 one way trips/year
Travel on OAL	Yes
<a href="#">A9</a>	Yes
<a href="#">D3 Passes</a>	Yes
<a href="#">Parents</a> Allowed	Yes
Eligible for <a href="#">RC</a> *	Yes
<a href="#">AA20</a>	Yes

\*RC option available only if single.

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## Travel Eligibility Charts for Employees of Other Companies (AAI10507)

Select from the list below to view travel eligibility specifications:

- [EDS Employee - D2](#)
- [Sabre Active Employee](#)
- [Sabre Retiree](#)
- [Service Retiree](#)
- [SkyChefs Employee](#)
- [SkyChefs Retiree](#)
- [TWA, Inc. Retiree](#)

<b>EDS Employee - D2</b>	
<a href="#">Boarding Priority</a>	D2
<a href="#">D1 Passes</a>	1 round trip/year. All family members to travel together.
Travel on Other Airlines (OAL)	No
<a href="#">A9</a>	No
<a href="#">D3 Passes</a>	No
<a href="#">Parents</a> allowed	No

Eligible for <a href="#">Registered Companion (RC)</a>	No
<a href="#">AA20</a>	No

**Note:** Travel is not allowed on American Connection flights.

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<b>Sabre Active Employee</b>	
<a href="#">Boarding Priority</a>	D2
<a href="#">D1 Passes</a>	4 one way trips/year
Travel on OAL	No
<a href="#">A9</a>	Yes
<a href="#">D3 Passes</a>	Yes
<a href="#">Parents</a> allowed	Yes
Eligible for <a href="#">RC*</a>	Yes
<a href="#">AA20</a>	Yes

\*RC option available only if single.

**Note:** Travel is not allowed on flights operated by American Connection.

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<b>Sabre Retiree</b>	
<a href="#">Boarding Priority</a>	D2
<a href="#">D1 Passes</a>	4 one way trips/year
Travel on OAL	No
<a href="#">A9</a>	Yes
<a href="#">D3 Passes</a>	Yes
<a href="#">Parents</a> allowed	Yes
Eligible for <a href="#">RC*</a>	Yes
<a href="#">AA20</a>	Yes

\*RC option available only if single.

**Note:** Travel is not allowed on flights operated by American Connection.

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<b>AA/American Eagle Service Retiree</b>	
<a href="#">Boarding Priority</a>	D2
<a href="#">D1 Passes</a>	No
Travel on OAL	No
<a href="#">A9</a>	No
<a href="#">D3 Passes</a>	No
<a href="#">Parents</a> allowed	No
Eligible for <a href="#">RC</a>	No
<a href="#">AA20</a>	No

**Note:**Travel is not allowed on flights operated by American Connection.

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<b>SkyChefs Active Employee</b>	
<a href="#">Boarding Priority</a>	D2
<a href="#">D1 Passes</a>	No
Travel on OAL	No
<a href="#">A9</a>	No
<a href="#">D3 Passes</a>	No
<a href="#">Parents</a> allowed	Yes
Eligible for <a href="#">RC</a>	No
<a href="#">AA20</a>	No

**Note:** Must travel with a certificate issued by SkyChefs HDQ.

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<b>SkyChefs Retiree</b>	
<a href="#">Boarding Priority</a>	D2
<a href="#">D1 Passes</a>	No
Travel on OAL	No, unless retirement date prior to June 1, 1986
<a href="#">A9</a>	No
<a href="#">D3 Passes</a>	No
<a href="#">Parents</a> allowed	Yes
Eligible for <a href="#">RC</a>	No
<a href="#">AA20</a>	Yes

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<b>TWA, Inc. Retiree</b>	
<a href="#">Boarding Priority</a>	TWR
<a href="#">D1 Passes</a>	No
Travel on OAL	Depends on airline
<a href="#">A9</a>	No
<a href="#">D3 Passes</a>	No
<a href="#">Parents</a> allowed	No
Eligible for <a href="#">RC</a>	No
<a href="#">AA20</a>	Yes

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## Travel Eligibility for Active Employees and Family Members (AAI10476)

Your travel privileges vary based on the Company you work for, your current company seniority, workgroup, and your employment status. Review the [Travel Eligibility Charts](#) to determine your travel privileges.

You, your [spouse](#) or Company-recognized [Domestic Partner \(DP\)](#), and your [dependent children](#) are eligible for unlimited [D2](#) classification [service charge](#) passes. Additionally, you have an annual travel [pass bank](#) of 24 one-way service charge passes to be used by your [parents](#), other family members or friends (if eligible for D3 travel) in any combination you like.

Parents traveling **with the** employee travel in D2 pass classification. Parents traveling without the employee will travel at a D2P classification, which is a boarding priority just below D2 and above D3 travelers. Parents traveling with the employee's spouse and/or dependent children but not the employee still fly D2P. D2 service charges apply to D2P travelers. If you have both natural parents and step-parents, only one (1) mother and one (1) father can travel as "parents" using your [travel privileges](#) during a single calendar year.

All other family members travel in D3 pass classification and will have a higher service charge than D2 pass travelers. AA and American Eagle employees are eligible for D3 travel after two (2) years of company seniority.

For more information, see:

- [Overview of Travel Eligibility](#)
- [Travel Eligibility for Domestic Partners](#)
- [Travel Eligibility for Registered Companions](#)
- [Travel Privileges for Surviving Family Members](#)

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## Travel Eligibility for Domestic Partners (AAI 10480)

A Company-recognized [Domestic Partner \(DP\)](#) is eligible for unlimited [D2](#) classification [service charge](#) passes. A DP is a same gender partner of an employee or [retiree](#) residing in the same permanent residence living in a spouse-like relationship for at least six (6) consecutive months. An employee who wishes to obtain [travel privileges](#) and/or benefits for their Company-recognized DP must complete a Domestic Partner [Life Event](#) online.

Once the Life Event is completed, the employee can register their DP for travel privileges. Please note, although the DP must be added through the Life Event Process as a Life Event, it is not required to have your the DP added to medical benefits. If at anytime the employee discontinues the DP relationship, the employee will not be eligible to add another DP for six (6) months for purposes of benefits and/or travel. Travel by the DP and his or her dependents may be subject to [imputed income](#). You may be required to provide [proof of eligibility](#). For more information, please review the [Domestic Partner eligibility kits](#) online via Jetnet.

For more information, see:

- [Travel Eligibility Charts](#)
- [Travel Eligibility for Active Employees and Family Members](#)
- [Travel Eligibility for Registered Companions](#)
- [Travel Privileges for Surviving Family Members](#)

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## Travel Eligibility for Registered Companions (AAI 10485)

The [Registered Companion \(RC\)](#) option is a feature of the Employee Travel Program. This option allows employees who are not legally married or have a Company-recognized [Domestic Partner \(DP\)](#) to designate one (1) person, such as, friend or relative, to fly at your same personal [pass travel classification](#). The RC option is available for employees who are widowed, divorced, or never married.

### Eligibility

If you are a [regular employee](#) or [retiree](#) of AMR Corporation and you are not legally married, do not have a recognized common-law [spouse](#) or DP, and you are eligible for travel privileges, you may register a guest as your RC traveler. If you are married to another AMR employee, you are not eligible for this program. If you marry or enroll a DP during the year, you are no longer eligible for a RC.

**Note:** Flight Attendants who left the Company under the provisions of Article 30 or Appendix T are not eligible for this program. Surviving spouses are not eligible for this program.

## Registration Periods

You may register a companion anytime during the year. Once registered, you can keep the same companion for as long as you like. A change in registration for eligible employees and retirees will be allowed anytime during the year provided at least 12 months have elapsed from the last time you registered.

## Policy

Once you are eligible for D2 travel privileges, you may register one (1) person as your traveling companion. Once you designate a companion, you cannot change your RC for 12 months.

**Pass travel** by your registered RC will be deducted from your annual **pass bank** allotment of 24 one-ways.

RCs travel at the same personal pass classification as you do and you are not required to travel with your RC.

RCs are eligible to use annual D1 travel passes and emergency **A9 travel** in accordance with AA policy which are not deducted from your annual pass bank of 24 one-way passes.

RCs are not eligible for **AA20 discount travel**, or other discounts offered to employees and retirees of American Airlines.

**Note:** If your mother or father is your RC, you must register him or her a second time as your mother or father before AA20 or interline tickets will be issued. When **flight listing**, his or her name will appear twice. Traveler #2, which will show eligibility for D1 and D2 travel, is the RC and should be used in your flight listings.

**Oneworld** airlines extend some **interline travel privileges** to RCs. Check the rules for each carrier for eligibility.

If you elect your mother, father, **dependent child**, or another AMR employee as your RC, you will not be taxed for their travel as **imputed income**. You will only be charged regular D2 service charges, taxes, and fees. If you elect a friend or other relative, you will be taxed on the travel according to IRS regulations. These taxes will be included in your payroll check.

For more information, see:

[Overview of Travel Eligibility](#)

[Travel Eligibility Charts](#)

[Travel Eligibility for Active Employees and Family Members](#)

[Travel Eligibility for Domestic Partners](#)

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The following information is available for Travel Eligibility for Retirees and Family Members of Retirees

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[Eligibility for Retiree Travel Privileges](#)

[Off-Line Ticket Request Process](#)

[Pass Travel Privileges for Retirees](#)

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## Overview of Retiree Travel Privileges (AAI10382)

Review the information within this section to determine your eligibility for Retiree travel privileges and the policies and procedures that apply to these privileges.

### Retiree Travel - International Employees

For information regarding international based [retiree](#) travel privileges, you should contact your local Human Resources department.

### Accessing Flight Information at Home

As a retiree, you will have access to flight availability and [flight listing](#) capabilities through Jetnet's [Travel Planner](#).

### Who To Contact For Questions

If you have questions regarding retiree travel, write to American Airlines, Inc. [Travel Administration](#) or contact [HR Services](#).

For questions on service charges shown on your invoice, contact [NRSA Refunds](#).

For more information, see:

[Eligibility for Retiree Travel Privileges](#)

[Pass Travel Privileges for Retirees](#)

[Reduced Rate Travel](#)

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## Eligibility for Retiree Travel Privileges (AAI10393)

If your company seniority date is on or before July 31, 1996, you may be eligible for [retiree](#) travel privileges when you leave the Company if you have five (5) or more years of company seniority with American Airlines and have attained at least 55 years of age (age 50 for AA Pilots; American Eagle Pilots, refer to your policy guide).

If your company seniority date is after July 31, 1996, you may be eligible for retiree travel privileges when you leave the Company if you have ten (10) or more years of company seniority with American Airlines and have attained at least 55 years of age (including Pilots).

Your eligibility for retiree travel may be denied if you are dismissed for violation of American Airlines general Rules of Conduct or [violation of travel privileges](#), even if you qualify for retiree travel under any of the provisions noted above. Once provided, your retiree travel privileges may be temporarily or permanently revoked if they are abused, misused, or violated in any way.

### Retiree Travel - U.S. Based Flight Attendants

U.S. based Flight Attendants may be eligible for special early out travel based on the APFA agreement. You should refer to the contract for details.

For more information, see:

[Pass Travel Privileges for Retirees](#)

[Reduced Rate Travel](#)

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## Eligibility for Retiree Travel Privileges (AAI10393)

### TWA

Retiree travel privileges include the TWA, Inc. retiree, his or her spouse, and [dependent children](#). Privileges do not include travel for parents, adult children, other family members, and friends.

If your child does not meet the definition of a dependent child, he or she is not eligible to travel using your passes.

For more information, see:

[Overview of Travel Policies](#)

[Family Member and Guest Traveler Registration](#)

[Infants and Children](#)

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## Off-Line Ticket Request Process (AAI10429)

A [retiree](#) should obtain travel passes at normal ticketing locations. Under certain circumstances, the Company will provide an off-line ticketing service. In order to qualify for this service, you must reside more than 150 miles from an airport or have a disability that prevents you from obtaining your own passes.

To request tickets, contact [HR Services](#). Be sure to have all required information ready at the time you call. Off-line requests will be processed within ten (10) business days and the travel pass is valid for three (3) months from date of issuance.

For more information, see:

[Travel Authorization](#)

[Travel Charges](#)

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## Pass Travel Privileges for Retirees (AAI10401)

If you meet the [eligibility requirements](#) for [retiree](#) travel, you, your legal [spouse](#) or Company-recognized [Domestic Partner \(DP\)](#), and [dependent children](#) continue to be eligible for unlimited [D2 travel](#) on American Airlines and American Eagle carriers.

Retirees are eligible for four (4) one-way [D1 passes](#) per calendar year.

If you meet the eligibility requirements for retiree travel, and you are not married or do not have a Company-recognized DP, you are eligible to register a companion traveler. See [Registered Companion Program](#).

In addition, you will continue to receive an annual [pass bank](#) of 24 one-way passes. You can give all 24 one-way passes to your [parents](#), [Registered Companion \(RC\)](#), non-dependent children, guests, or any combination you choose.

It is your responsibility to keep a record of the number of guest trips used in a calendar year so you know exactly how many you have remaining each year.

Retirees may continue to travel using their [Perfect Attendance awards](#) they earned during active status. Once an employee retires, pass awards may not be converted to or exchanged for AAdvantage miles.

## Personal Emergency Pass Travel on American Airlines

When you retire, you, your spouse or Company-recognized DP, your children (including non-dependent), your parents, RCs, brothers/sisters, and step-brothers/step-sisters are eligible for [A9 emergency travel](#) passes. You may call [1-888-WE-FLY-AA](#) 24 hours a day for authorization. Refer to [Personal Emergency Travel](#) section for additional information.

For more information, see:

[Reduced Rate Travel](#)  
[Travel Authorization](#)  
[Travel Charges](#)

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## Reduced Rate Travel (AAI10410)

### American Airlines

#### Reduced Rate Travel on AA/American Eagle

You are eligible to purchase an unlimited amount of [discount tickets \("AA20"\)](#) for you, your [spouse](#) or Company-recognized [Domestic Partner \(DP\)](#), your [dependent children](#), and your (employee's) [parents](#) for personal travel use. The discount is 20% off any published fare, including senior fares, but excluding Web and compassion fares. If you have access to Sabre, you can refer to Sabre Star record [N\\*TVLAA](#) for additional information. [Registered Companions \(RCs\)](#) are not eligible for AA20 travel. Travel on [codeshare](#) or American Connection flights are not eligible for AA20 discounts.

#### Reduced Rate Travel on Other Airlines (OAL)

You may be eligible to purchase [Zonal Employee Discount \(ZED\)](#), ID75, and ID90 [Industry Discount \(ID\)](#) tickets for you, your legal spouse, and dependent children on carriers that permit this type of travel for [retirees](#). Refer to Sabre Star record [N\\*TVLDISCOUNTS](#) and [N\\*TVLDISCOUNTS2](#) for eligibility information. You can purchase ZED, ID75, and ID90 ID tickets at any AA ticket counter.

For more information, see:

[Eligibility for Retiree Travel Privileges](#)  
[Pass Travel Privileges for Retirees](#)  
[Travel Charges](#)

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## Travel Authorization (AAI 10419)

### American Airlines

As a [retiree](#), you will still be required to [flight list](#) for your desired flights. You may use Jetnet's [Travel Planner](#) or call [1-888-WE-FLY-AA](#) to check availability and flight list.

[Guest Travel](#) may only be authorized by the retiree. American Airlines will only grant the ability to authorize guest pass travel to the [spouse](#) when a retiree is no longer capable of obtaining the travel due to disability or death. A Company-recognized [Domestic Partner \(DP\)](#) will be granted the ability to authorize guest travel when the retiree is no longer capable due to disability.

Caregivers and children with durable power of attorney will not be given the ability to authorize travel. You may contact [HR Services](#). A letter is needed to authorize a specific fare or tour on American Airlines, AMR Eagle, or another airline.

For more information, see: [Travel Charges](#)

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## Travel Charges (AAI 10423)

### American Airlines

When you retire, you will pay the same D2/D3 service charges as active employees. Effective October 29, 2002, you will fly [ticketless](#) with monthly direct billing of [service charges](#). You will not have the option to pre-pay service charges at the ticket counter. Refer to [Invoice Billing for Ticketless \(Electronic\) Travel](#). Since your monthly travel invoices will be mailed to the address we have on file, keep your address updated when you move or will be away from home for an extended period of time. Address updates can be made by calling [HR Services](#) or by selecting "[Update My Contact Information](#)" on the Jetnet home page (if you have access to the "Benefits" page of Jetnet, it is also located there).

You may be eligible for [service charge waived](#) travel in coach class. See [Travel Charges](#) section for information regarding eligibility and applicability.

For questions on service charges shown on your invoice, contact [NRSA Refunds](#).

For more information, see:

[Off-Line Ticket Request Process](#)  
[Reduced Rate Travel](#)

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## Travel Privileges for Surviving Family Members of Retirees (AAI10411)

### American Airlines

Surviving spouse or Company-recognized [Domestic Partner \(DP\)](#) and [dependent children](#) receive unlimited [D2 travel privileges](#) on AA/American Eagle only. The surviving spouse or Company-recognized DP may also authorize 24 one-way guest passes each calendar year.

Surviving spouse or Company-recognized DP is not eligible for the [Registered Companion Program](#).

Travel eligibility for surviving spouse or Company-recognized DP and surviving family members ceases when:

- Surviving spouse remarries.
- Surviving spouse or Company-recognized DP dies.

A surviving spouse or Company-recognized DP who is also an employee or [retiree](#) with an AMR company will not receive a double [pass bank](#) as a survivor. The pass bank allowance is still limited to a total of 24 one-way trips a year.

## Travel for Survivors on Other Airlines (OAL) for 30 days after Death

In certain cases, travel privileges on OAL as provided by interline travel agreements may continue for eligible family members for 30 days following the death of an employee or retiree. To verify surviving family eligibility for a specific carrier, send an AMS message to HDQSIAA, or write to [American Airlines Interline Pass Bureau](#).

For more information, see: [Overview of Retiree Travel Privileges](#)

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## Travel Privileges for Surviving Family Members (AAI10336)

### American Airlines

We offer eligible surviving family members travel on American Airlines and American Eagle only. The following policies apply:

When death occurs in the line of duty or employee dies outside the line of duty and has 15 or more years of company service at time of death:

- Surviving [spouse](#), Company recognized [Domestic Partner \(DP\)](#), and employee's eligible [dependent children](#) (provided there is a surviving spouse/domestic partner) receive unlimited [D2 travel privileges](#) on AA/American Eagle only. The surviving spouse/DP may also authorize 24 one-way passes from their [pass bank](#) for [parents](#) of the employee and D3 guests each calendar year.
- Surviving spouse/DP is not eligible for [Registered Companion \(RC\)](#) travel.
- The surviving spouse/DP may request A9 travel for personal emergency travel as described in the [Personal Emergency Travel](#) section.

When death occurs outside the line of duty and employee has less than 15 years company service at time of death:

- Surviving spouse or Company recognized DP and employee's eligible dependent children (provided there is a surviving spouse/domestic partner) will receive unlimited D2 travel privileges for two (2) years from the employee's date of death on AA/American Eagle only. The surviving spouse/DP may also authorize 24 one-way passes from their pass bank for parents of the employee and D3 guests for two (2) years.
- Surviving spouse/DP is not eligible for RC travel.
- The surviving spouse/DP may request A9 passes for personal emergency travel as described in the Personal Emergency Travel section.

Travel eligibility for surviving spouse/DP and surviving family members cease when:

- Surviving spouse remarries or DP enters into another domestic partnership;
- surviving spouse/DP dies;
- if there is no surviving spouse/DP, other surviving family members are not eligible for travel; or

a surviving spouse/DP who is also an employee or [retiree](#) with an AMR company will not receive a double pass bank allowance as a survivor. The pass bank is still limited to a total of 24 one-way trips a year.

If at any time a surviving spouse or a DP enters into another relationship, travel privileges cease immediately. Contact [HR Services](#) and advise AA of the change. Dishonesty of any kind may include penalties such as repayment for unauthorized travel. Random audits of eligibility are done routinely.

## Travel for Survivors on Other Airlines (OAL) for 30 days after Death

In certain cases, travel privileges on OAL as provided by interline travel agreements may continue for eligible family members for 30 days following the death of an employee or retiree. To verify surviving family eligibility for a specific carrier, send an AMS message to HDQSIAA.

## Stranded RC, Parent, or D3 Travelers

In the event an employee or retiree dies and a RC, parent, or [D3 traveler](#) is stranded and needs to return home, contact HR Services to request travel authorization.

## Procedure for Obtaining Survivor Travel Privileges

To obtain travel privileges, call [HR Services](#).

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The following information is available for Travel on Other Airlines

[Overview of Personal Travel on Other Airlines](#)

[Guidelines for Personal Travel on Other Airlines](#)

[Ticket Purchase for Travel on Other Airlines](#)

[Ticket Refunds for Travel on Other Airlines](#)

[Travel Discounts on Other Airlines](#)

[Travel on Codeshare Flights](#)

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## Overview of Personal Travel on Other Airlines (AAI10384)

### American Airlines

American has negotiated reciprocal reduced rate agreements with Other Airlines (OAL). These agreements are intended to extend travel opportunities to parts of the world not served by American and, like travel on American, are provided to employees and [retirees](#) as a privilege, not a right.

Generally these agreements offer flat rate [service charges](#) based on the nonstop mileage of each ticketed [segment](#). These are referred to as [Zonal Employee Discount \(ZED\)](#) fares and are available for unlimited travel by the employee/retiree, [spouse](#), and [dependent children](#) (D2 eligible) under 23. In some cases, travel is also extended to the employee's or retiree's [parents](#), [Registered Companion \(RC\)](#), or Company-recognized [Domestic Partner \(DP\)](#), but on a limited basis. Check the rules of the individual airline for [eligibility](#). More information about ZED is located in Sabre Star [N\\*TVLZED](#). Mileage-based service fees for travel covered by our ZED agreements can be found in Sabre Star [N\\*TVLZEDSC](#) and [GoZED](#).

Some of American's agreements provide [Industry Discount \(ID\)](#) rates, usually 75% (ID75) or 90% (ID90) off of the transporting airlines unrestricted published fares. ID90s are generally limited to an annual allotment of tickets per year for the employee, spouse, and dependent (D2 eligible) children under 21. In some cases, parents, Company-recognized DPs, and retirees may also be eligible for ID90 travel. ID75s are usually unlimited for the employee, spouse, and children. The agreement with the airline will specify exact eligibility and allotments.

Spouse and dependent (D2 eligible) children (under age 23 for ZED; under age 21 on all others) receive the same privileges as the sponsoring employee or retiree. DPs are eligible for travel on various OAL, including [oneworld](#) and [AmericanConnection®](#) flights. Check the [summary chart](#) for a listing of those carriers with Company-recognized DP eligibility. RCs are only eligible for travel on [oneworld](#) and American Connection® flights. RCs share four (4) round trip tickets per year with the employee's or retiree's parents. On [oneworld](#), this allotment of four (4) round-trips per year is valid on any one (1) or combination of other [oneworld](#) carriers, which can be identified by the [oneworld](#) logo in the summary chart. On American Connection® flights, a separate allotment of four (4) round-trips per year is valid on American Connection® flights. These will be marketed under the AA code.

See the summary chart for a list of all airlines with which we exchange reduced rate travel. From the list, click on any airline name to view the terms and conditions of the agreement specific to that airline. In Sabre, each carrier's agreement can be viewed in Sabre Star N\*TVLXX where "XX" represents the two-character code of the intended airline.

Travel conditions vary from carrier to carrier and are specified in each of American's agreements. These conditions include eligibility, dress code, flight listing, minimum service requirements, [embargo](#) periods, applicable fares, and restrictions. Employees must check the conditions for travel on the intended airline before beginning a trip. Failure to do so may lead to being denied travel by the OAL. When traveling on a reduced rate ticket, employees and their eligible travelers must adhere to the same [rules of conduct](#) and [dress code](#) as specified for travel on American, unless otherwise noted in the reduced rate agreement for that carrier.

While ID tickets (such as, ID75 and ID90) are only valid on the airline listed in the carrier code box of the ticket, ZED tickets are interchangeable on any airline that operates **in the same market**, provided American has a ZED agreement with the carrier at the same or higher fare level. Employees must not use [space available](#) tickets if space has been booked on AA or another airline using frequent flyer miles or any revenue ticket on the same day between the same cities. For more information on ticketing, see [ticket purchase](#) and [refunds](#).

Employees on reduced rate travel are not entitled to denied boarding compensation or any of the amenities provided to revenue paying passengers (for example, accrual of frequent flyer points, access to club lounges, pre-reserved seating, special meals). Abuse of reduced rate interline travel privileges could result in the [loss of your on-line travel privileges](#), a financial penalty and/or possible termination of employment. See [travel conduct and expectations](#) for additional information on employee obligations.

The [How-to Guide](#) will walk you through the steps of planning travel on OAL.

**Note:** U.S. law prohibits the use of employee travel privileges to Cuba. AA is forbidden by the government to issue revenue and non-revenue tickets to this country. AA may not accept a ticket for travel on AA if a point in Cuba is on the same ticket. The ban on travel to Iraq and Libya has been lifted.

For more information, see: [Travel on Codeshare Flights](#)

## TWA

American has negotiated reciprocal reduced rate agreements with Other Airlines (OAL). These agreements are intended to extend travel opportunities to parts of the world not served by American and, like travel on American, are provided to retirees as a privilege, not a right.

Generally these agreements offer flat rate [service charges](#) based on the nonstop mileage of each ticketed [segment](#). These are referred to as [ZED \(Zonal Employee Discount\)](#) fares and are available for unlimited travel by the retiree, spouse, and [dependent children](#) under 23. More information about ZED is located in Sabre Star [N\\*TVLZED](#). Mileage-based service fees for travel covered by our ZED agreements can be found in Sabre Star [N\\*TVLZEDSC](#) and [GoZED](#).

Some of American's agreements provide [Industry Discount \(ID\)](#) rates, usually 75% (ID75) or 90% (ID90) off of the transporting airlines unrestricted published fares. ID90s are generally limited to an annual allotment of tickets per year for the employee, spouse, and dependent children under 21. The agreement with the airline will specify exact eligibility and allotments.

Spouse and dependent children (under age 23 for **ZED**; under age 21 on all others) receive the same privileges as the sponsoring retiree.

See the [summary chart](#) for a list of all airlines with which we exchange reduced rate travel. From the list, click on any airline name to view the terms and conditions of the agreement specific to that airline.

Travel conditions vary from carrier to carrier and are specified in each of American's agreements. These conditions include eligibility, dress code, flight listing, minimum service requirements, [embargo](#) periods, applicable fares and restrictions. Employees must check the conditions for travel on the intended airline before beginning a trip. Failure to do so may lead to being denied travel by the other airline. When traveling on a reduced rate ticket, employees and their eligible travelers must adhere to the same [rules of conduct](#) and [dress code](#) as specified for travel on American, unless otherwise noted in the reduced rate agreement for that carrier.

While ID tickets (i.e. ID75 and ID90) are only valid on the airline listed in the carrier code box of the ticket, ZED tickets are interchangeable on any airline that operates in the same market, provided American has a ZED agreement with the carrier at the same or higher fare level. Retirees must not use [space available](#) tickets if space has been booked on AA or another airline using frequent flyer miles or any revenue ticket on the same day between the same cities. For more information on ticketing, see [ticket purchase](#) and [refunds](#).

Retirees with reduced rate travel are not entitled to denied boarding compensation or any of the amenities provided to revenue paying passengers (for example, accrual of frequent flyer points, access to club lounges, pre-reserved seating, special meals). Abuse of reduced rate interline travel privileges could result in the [loss of your on-line travel privileges](#), a financial penalty and/or possible termination of employment. See [travel conduct and expectations](#) for additional information on employee obligations.

The [How-to Guide](#) will walk you through the steps of planning travel on OAL.

**Note:** U.S. law prohibits the use of employee travel privileges to Cuba. AA is forbidden by the government to issue revenue and non-revenue tickets to this country. AA may not accept a ticket for travel on AA if a point in Cuba is on the same ticket. The ban on travel to Iraq and Libya has been lifted.

For more information, see: [Travel on Codeshare Flights](#)

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[Home](#) » [TRIP Book](#) » [Travel on Other Airlines](#) » Guidelines for Personal Travel on Other Airlines

## Guidelines for Personal Travel on Other Airlines (AAI10406)

### American Airlines

This checklist explains how to use your travel privileges on Other Airlines (OAL) and introduces you to the tools available through Jetnet to plan your trip.

[Read the Interline Travel Program Policies and Procedures](#)

[Check Your Eligibility to Travel on OAL](#)

[Determine the Carrier\(s\) Who Fly to Your Destination](#)

[Review AA's Interline Travel Conditions With the OAL](#)

[Determine Ticket Prices](#)

[Check Availability and Flight List With Specific Airline](#)

[If Traveling to Another Country, Review Documentation Requirements](#)

[If Traveling to Another Country, Check Government Travel Warnings and Consular Information Sheets](#)

[Buy Tickets at any AA/American Eagle Ticket Counter](#)

[After Your Trip, Obtain a Refund on Any Unused Tickets](#)

### Read the Interline Travel Program Policies and Procedures

Be sure to familiarize yourself with the interline travel program policies and procedures in the [overview](#). It contains important details you will need to know before attempting to travel on OAL.

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## Check Your Eligibility to Travel on OAL

**Regular** full- or **part-time employees** with at least six (6) months of **company seniority** and most **retirees** are **eligible for travel** on most OAL at the ID75 discount or under the conditions of our **Zonal Employee Discount (ZED)** agreements. Some airlines may require one (1) year of employment. Your **traveler list** will show a "Y" in the OAL column for each traveler eligible for travel on OAL. **Registered Companions (RCs)**, if eligible, will have an asterisk (\*) instead of a Y or N in this column, because they are very limited on the airlines on which they are **eligible**.

At the time of ticketing, the individual must be **D2 eligible** to travel on AA/American Eagle in order to fly on OAL. Therefore, if you have restricted travel for you or one of your enrolled family members or **guests**, he or she will not be eligible for OAL ticketing either.

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## Determine the Carrier(s) Who Fly to Your Destination

Use the **Non-Rev Travel Planner's (NRTP) Flight Availability/Listing** application to research airlines, flights, and times. To see non-AA flights, you must change the default display to "All Airlines" on the left side of your screen. **GoZED** and **FlyZED** also have flight schedules, but will only show you nonstop flights between the cities you choose (they do not find connections). Or, you may want to start with the **summary chart**, which lists the airlines with which American exchanges employee travel privileges. It includes links to their **route maps** and/or destination lists to assist in determining which airline(s) operate to the desired cities. Keep in mind you may need to make **connections** and/or use more than one airline to reach your destination. These may be ticketed together but a separate coupon will be required for each nonstop flight segment. Route maps may show cities served through **codeshare** agreements, so be sure to also check flight schedules for the airline to determine the operating carrier.

A helpful tip when using the **Non-Rev Travel Planner** - You may have better results finding flights to/from your final destination by using an intermediate destination that is a hub city for either American or another airline. Check availability separately using the intermediate city. For example, if you want to fly from Tulsa to Cairo, you will get more options by checking flights from Dallas, Chicago, London, Zurich, or Paris (international hubs for American, British Airways, Swiss, and Air France) to Cairo. Then figure out which flights operate from Tulsa to the gateway cities.

### Important notes:

Some flights do not operate daily, especially in long haul international markets.

American's interline travel agreements are negotiated between American and the airline operating the flight. You may be denied boarding, if you attempt to use a ticket issued under the conditions of AA's agreement with the carrier marketing the flight, under a codeshare arrangement.

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## Review AA's Interline Travel Conditions With the OAL

Use the summary chart to ensure AA has an agreement with the intended operating airline. Click on the airline name to read the details of the agreement. Travel conditions vary from carrier to carrier and are specified in the individual carrier's agreement. These conditions include eligibility, dress code, flight listing, minimum service requirements, **embargo** periods, applicable fares, and restrictions.

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## Determine Ticket Prices

Mileage-based service fees are covered by our ZED agreements. Those **service charges** can be found at **GoZED**, which allows users to calculate mileage between cities and price itineraries. Mileage bands and fares are listed in Sabre Star **N\*TVLZEDSC**. **Industry Discount (ID)** agreements provide discounts off of the airline's unrestricted fares which vary by carrier and market. Note that it is often possible to find commercial (revenue) fares lower than the cost of ID tickets.

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## Check Availability and Flight List With Specific Airline

Each individual airline agreement provides flight listing instructions. A few carriers are beginning to require [pass travelers](#) to flight list over the internet. In many cases, airlines require that employees call specially designated numbers for pass travelers. Unless noted otherwise in the agreement, employees should not contact the OAL's general reservation office to make inquiries about travel or to create a flight listing. Some carriers do not require or accept advance flight listing; some require them only in certain markets. Be sure you read the travel conditions carefully and follow the instructions.

Because of commercial demands, airlines will often impose embargoes on specific routes and/or flights. These are summarized in the individual airline agreement.

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## If Traveling to Another Country, Review Documentation Requirements

Jetnet's Non-Rev Travel Planner has an [International Travel](#) section that provides up-to-date information about documentation and vaccination requirements for travel to other countries. This will help avoid problems at the airport. Employees and their eligible travelers are required to hold proper documentation for entry into every international location enroute (regardless of whether a stop-over or connection is intended).

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## If Traveling to Another Country, Check Government Travel Warnings and Consular Information Sheets

Government agencies of many countries publish warnings and alerts covering its citizens' travel to other countries.

For citizens of the United States: [U.S. State Department's Travel Warnings](#)

Travel warnings are issued when the United States State Department decides to recommend that Americans avoid travel to a certain country. Consular Information Sheets are available for every country of the world. They include such information as location of the U.S. Embassy or Consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. If an unstable condition exists in a country that is not severe enough to warrant a travel warning, a description of the condition(s) may be included under an optional section entitled "Safety/Security". Consular Information Sheets generally do not include advice, but present information in a factual manner so the traveler can make his or her own decisions concerning travel to a particular country.

For citizens of the United Kingdom: [Foreign and Commonwealth Office - Country Advice and Travel Warnings](#)

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## Buy Tickets at any AA/American Eagle Ticket Counter

Employees and retirees are required to purchase reduced rate tickets from their employing carrier. Do not request or expect that OAL will issue a ticket for you. Prior to purchasing your ID tickets at the ticket counter, you can avoid delays and shorten the time spent with an Agent if you already have your ticketing record created in Sabre. You can do this yourself if you have the Sabre knowledge, or you may call [1-888-WE-FLY-AA](#) and press option 3 to speak with the Non-Rev Assist Desk. Eligible travelers must purchase tickets at an AA/American Eagle ticketing location. The employee or retiree does not need to be present at time of ticketing. Tickets should be purchased in advance - including backup ID tickets for alternate plans in case of high load factors, delays, cancellations, etc. ZED tickets are valid on any carrier, with which American has a ZED agreement, operating in the ticketed market, therefore, back up ticketing should be limited to alternate routing. See [ticket purchase](#) and [refunds](#) for details.

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## After Your Trip, Obtain a Refund on Any Unused Tickets

All unused interline tickets are refundable at any AA ticketing location within one (1) year of the date of purchase. See [ticket purchase](#) and [refunds](#) for details.

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**TWA**

This checklist explains how to use your travel privileges on Other Airlines (OAL) and introduces you to the tools available through Jetnet to plan your trip.

- [Read the Interline Travel Program Policies and Procedures](#)
- [Determine the Carrier\(s\) Who Fly to Your Destination](#)
- [Review AA's Interline Travel Conditions With the Other Airline](#)
- [Determine Ticket Prices](#)
- [Check Availability and Flight List With Specific Airline](#)
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- [If Traveling to Another Country, Check Government Travel Warnings and Conular Information Sheets](#)
- [Buy Tickets at any AA/American Eagle Ticket Counter](#)
- [After Your Trip, Obtain a Refund on Any Unused Tickets](#)

## Read the Interline Travel Program Policies and Procedures

Be sure to familiarize yourself with the interline travel program policies and procedures in the [overview](#). It contains important details you will need to know before attempting to travel on OAL.

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## Determine the Carrier(s) Who Fly to Your Destination

Use the [Non-Rev Travel Planner's \(NRTP\) Flight Availability/Listing](#) application to research airlines, flights, and times. To see non-AA flights, you must change the default display to "All Airlines" on the left side of your screen. You can also check [GoZED](#) for flight schedules, but it will only show you nonstop flights between the cities you choose (it does not find [connections](#)). Or, you may want to start with the [summary chart](#), which lists the airlines with which American exchanges employee travel privileges. It includes links to their route maps and/or destination lists to assist in determine which airline(s) operate in the desired cities. Keep in mind you may need to make connections and/or use more than one airline to reach your destination. Route maps may show cities served through [codeshare](#) agreements, so be sure to also check flight schedules for the airline to determine the operating carrier. These may be ticketed together but a separate coupon will be required for each nonstop flight segment.

A helpful tip when using the [Non-Rev Travel Planner](#): You may have better results finding flights to or from your final destination by using an intermediate destination that is a hub city for either American or another airline. Check availability separately using the intermediate city. For example, if you want to fly from Tulsa to Cairo, you will get more options by checking flights from Dallas, Chicago, London, Zurich, or Paris (international hubs for American, British Airways, Swiss, and Air France) to Cairo. Then figure out which flights go from Tulsa to the international hub(s).

### Important notes:

Some flights do not operate daily, especially in long haul international markets.

American's interline travel agreements are negotiated between American and the airline operating the flight. You may be denied boarding, if you attempt to use a ticket issued under the conditions of AA's agreement with the carrier marketing the flight, under a codeshare arrangement. See the [codesharing](#) page for details.

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## Review AA's Interline Travel Conditions With the OAL

Use the summary chart to ensure AA has an agreement with the intended airline. Click on the airline name to read the details of the agreement. Travel conditions vary from carrier to carrier and are specified in the individual carrier's agreement. These conditions include eligibility, dress code, flight listing, minimum service requirements, embargo periods, applicable fares, and restrictions.

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## Determine Ticket Prices

Mileage-based service fees are covered by our [Zonal Employee Discount \(ZED\)](#) agreements. Those [service charges](#) can be found at [GoZED](#), which allows users to calculate mileage between cities and price itineraries. Mileage bands and fares are listed

in Sabre Star [N\\*TVLZEDSC](#). "[Industry Discount \(ID\)](#)" agreements provide discounts off of the airline's unrestricted fares which vary by carrier and market. Note that it is often possible to find commercial (revenue) fares lower than the cost of ID tickets.

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## Check Availability and Flight List With Specific Airline

Each individual airline agreement (displayed when clicking on the airline name in the summary chart) provides flight listing instructions. A few carriers are beginning to require pass travelers to flight list over the internet. In many cases, airlines require that employees call specially designated numbers for pass travelers. Unless noted otherwise in the agreement, employees should not contact the OAL's general reservation office to make inquiries about travel or to create a flight listing. Some carriers do not require or accept advance flight listing; some require them only in certain markets. Be sure you read the travel conditions carefully and follow the instructions!

Because of commercial demands, airlines will often impose [embargoes](#) on specific routes and/or flights. These are summarized in the individual airline agreements.

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## If Traveling to Another Country, Review Documentation Requirements

Jetnet's Non-Rev Travel Planner has an [International Travel](#) section that provides up-to-date information about documentation and vaccination requirements for travel to other countries. This will help avoid problems at the airport. Employees and their eligible travelers are required to hold proper documentation for entry into every international location enroute (regardless of whether a stop-over or connection is intended).

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## If Traveling to Another Country, Check Government Travel Warnings and Consular Information Sheets

Government agencies of many countries publish warnings and alerts covering its citizens' travel to other countries.

**For citizens of the United States - [U.S. State Department's Travel Warnings](#)**

Travel Warnings are issued when the United States State Department decides to recommend that Americans avoid travel to a certain country. Consular Information Sheets are available for every country of the world. They include such information as location of the U.S. Embassy or Consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. If an unstable condition exists in a country that is not severe enough to warrant a Travel Warning, a description of the condition(s) may be included under an optional section entitled "Safety/Security." Consular Information Sheets generally do not include advice, but present information in a factual manner so the traveler can make his or her own decisions concerning travel to a particular country.

**For citizens of the United Kingdom - [Foreign and Commonwealth Office - Country Advice and Travel Warnings](#)**

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## Buy Tickets at any AA/American Eagle Ticket Counter

You are required to purchase reduced rate tickets on OAL from American Airlines. Do not request or expect that another airlines will issue a ticket for you. Prior to purchasing your ID tickets at the ticket counter, you can avoid delays and shorten the time spent with an agent if you already have your ticketing record created in Sabre. You can do this yourself if you have the Sabre knowledge, or you may call [1-888-WE-FLY-AA](#) and press option 3 to speak with the Non-Rev Assist Desk. Eligible travelers must purchase tickets at an AA/American Eagle ticketing location. The retiree does not need to be present at time of ticketing. Tickets should be purchased in advance - including backup ID tickets for alternate plans in case of high load factors, delays, cancellations, etc. ZED tickets are valid on any carrier, with which American has a ZED agreement, operating in the ticketed market, therefore, back up ticketing should be limited to alternate routing. See [ticket purchase](#) and [refunds](#) for details.

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## After Your Trip, Obtain a Refund on Any Unused Tickets

All unused interline tickets are refundable at any AA ticketing location within one (1) year of the date of purchase. See [ticket purchase](#) and [refunds](#) for details.

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## Ticket Purchase for Travel on Other Airlines (AAI10456)

### American Airlines

The employee/[retiree](#) does not need to be present at time of ticketing. Tickets should be purchased **in advance** - including backup [Industry Discount \(ID\)](#) tickets for alternate plans in case of high load factors, delays, cancellations, etc. [Zonal Employee Discount \(ZED\)](#) tickets are valid on any carrier, with which American has a ZED agreement, operating in the ticketed market, therefore, back up ticketing should be limited.

Employees are required to purchase [reduced rate](#) tickets from their employing carrier. Do not request or expect that Other Airlines (OAL) will issue a ticket for you. Prior to purchasing your ID tickets at the ticket counter, you can avoid delays and shorten the time spent with an agent if you already have your ticketing record created in Sabre. You can do this yourself if you have the Sabre knowledge, or you may call [1-888-WE-FLY-AA](#) and press option 3 to speak with the Non-Rev Assist Desk. Tickets must be purchased at an AA/American Eagle ticketing location and may be purchased using any form of payment accepted by American for commercial passengers. Employees should not dispute any charges made for ticket issuance with the credit card company. Questions regarding ticketing charges should be directed to American's [Passenger Refund Services](#).

Employees **are not permitted** to price or issue ID/ZED tickets for themselves or for any of their eligible travelers.

Other [eligible travelers](#) (for example, [spouse](#), [child](#)) may be ticketed without the employee being present as long as that individual is listed in the employee's E\* record as eligible for travel on other airlines (OAL-Y or OAL-\*) and as long as that individual is eligible for travel on the airline being ticketed. Tickets are *refundable*. For ID (such as, ID50, ID75, and ID90) travel, it is recommended that employees purchase backup tickets for alternate routing in advance in case high load factors, weather delays, or cancellations interrupt your plans. Since AA/American Eagle might not serve the airport where you may be "stranded", you need to obtain backup tickets in advance. ZED tickets are valid on any carrier, with which AA has a ZED agreement, operating in the same market so ZED back ups are generally not necessary.

All travelers must be [registered](#) and eligible before interline tickets will be issued, even if he or she will not be using non-rev D2 privileges.

**Note:** If your [parent](#) is also your [Registered Companion \(RC\)](#), he or she will need to be registered a second time as your mother or father, since most interline agreements allow travel by parents but not by RCs. This second registration as a parent will not use up one of your 12 D3 registration "slots". Any individual registered and eligible for interline travel can purchase ID or ZED tickets for him or herself and any other traveler registered by the same employee or retiree and eligible for ID or ZED travel.

**Note:** ID tickets (such as, ID50, ID75, and ID90) and ZED tickets are valid for 90 days from the date of issue. See the interline travel [overview](#) page for information about ID and ZED tickets. Mileage-based service fees for travel covered by a ZED agreement can be found in Sabre Star [N\\*TVLZEDSC](#) and [GoZED](#).

**Note:** In both cases, the fares shown **do not** include applicable taxes.

For more information, see:

[Ticket Refunds for Travel on Other Airlines](#)

[Travel Discounts on Other Airlines](#)

[Travel on Codeshare Flights](#)

### TWA

The retiree does not need to be present at time of ticketing. Tickets should be purchased **in advance** - including backup [Industry Discount \(ID\)](#) tickets for alternate plans in case of high load factors, delays, cancellations, etc. [Zonal Employee Discount \(ZED\)](#) tickets are valid on any carrier, with which American has a ZED agreement, operating in the ticketed market, and which has agreed to include retirees of TWA, therefore, back up ticketing should be limited. For ID (such as ID75, and ID90) travel, it is recommended that you purchase backup tickets for alternate routing in advance in case high load factors, weather delays, or cancellations interrupt your plans. Since AA/American Eagle might not serve the airport where you may be "stranded", you need to obtain backup tickets in advance.

You are required to purchase reduced rate tickets for travel on Other Airlines (OAL) from American Airlines. Do not request or expect that another airline will issue a ticket for you. Prior to purchasing your ID tickets at the ticket counter, you can avoid delays and shorten the time spent with an agent if you already have your ticketing record created in Sabre. You can do this yourself if you have the Sabre knowledge, or you may call [1-888-WE-FLY-AA](tel:1-888-WE-FLY-AA) and press option three (3) to speak with the Non-Rev Assist Desk. Tickets must be purchased at an AA/American Eagle ticketing location. Tickets may be purchased using any form of payment accepted by American from commercial passengers. Other eligible travelers (for example, spouse, [child](#)) may be ticketed without the employee being present as long as the individual being ticketed appears is eligible for travel. Tickets are refundable. You should not dispute any charges made for ticket issuance with the credit card company. Questions regarding ticketing charges should be directed to American's [Passenger Refund Services](#).

All travelers must be [registered](#) before interline tickets will be issued, even if he or she will not be using non-rev TWR privileges.

**Note:** ID tickets (such as, ID50, ID75, and ID90) and ZED tickets are valid for 90 days from the date of issue. See the interline travel [overview](#) page for information about ID and ZED tickets. Mileage-based service fees for travel covered by a ZED agreement can be found in Sabre Star [N\\*TVLZEDSC](#) and [GoZED](#).

**Note:** In both cases, the fares shown **do not** include applicable taxes.

For more information, see:

[Guidelines for Personal Travel on Other Airlines](#)

[Ticket Refunds for Travel on Other Airlines](#)

[Travel Discounts on Other Airlines](#)

[Travel on Codeshare Flights](#)

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## Ticket Refunds for Travel on Other Airlines (AAI10459)

### American Airlines

Unused [tickets purchased for travel on Other Airlines \(OAL\)](#) at [reduced rates](#) are refundable for one (1) year after the date of purchase. AA does not assess a fee for reissue or refund of ID tickets. If your ticket is reissued by another airline at some point, that airline may assess whatever fees it deems appropriate for the ticketing services it provided.

AA ticket offices can refund unused ID tickets issued by American (for example, ZED, ID90, ID50, oneworld duty travel) as long as the coupons have not been used out of sequence. Partially used ID tickets that have been used out of sequence must be submitted to [Passenger Refund Services](#) for refunding.

If a partially used ticket has been improperly refunded by an AA ticket office, AA will re-charge the original form of payment for any amount incorrectly refunded. AA/Eagle employees **should not** dispute these billings with their credit card company. Questions regarding such billings should be directed to Passenger Refund Services.

For tickets that are over one (1) year but less than three (3) years old, AA will assess a \$100 aged ticket refund fee. Note, the aged fee can often be greater than the refund amount. Tickets over three (3) years in age are completely non-refundable and non-exchangeable.

**Note:** There is a fee for reporting lost or stolen [Industry Discount \(ID\)](#) or [Zonal Employee Discount \(ZED\)](#) tickets; you must see an Airport Agent for details.

For more information, see:

[Overview of Personal Travel on Other Airlines](#)  
[Guidelines for Personal Travel on Other Airlines](#)  
[Travel Discounts on Other Airlines](#)

## TWA

Unused [tickets purchased for travel on Other Airlines \(OAL\)](#) at reduced rates are refundable for one (1) year after the date of purchase. AA does not assess a fee for reissue or refund of ID tickets. If your ticket is reissued by another airline at some point, that airline may assess whatever fees it deems appropriate for the ticketing services it provided.

AA ticket offices can refund unused ID tickets issued by American (for example, ZED, ID90, ID50, oneworld duty travel) as long as the coupons have not been used out of sequence. Partially used ID tickets that have been used out of sequence must be submitted to [Passenger Refund Services](#) for refunding.

If a partially used ticket has been improperly refunded by an AA ticket office, AA will re-charge the original form of payment for any amount incorrectly refunded. AA/Eagle employees **should not** dispute these billings with their credit card company. Questions regarding such billings should be directed to Passenger Refund Services.

For tickets that are over one (1) year but less than three (3) years old, AA will assess a \$100 aged ticket refund fee. Note, the aged fee can often be greater than the refund amount. Tickets over three (3) years in age are completely non-refundable and non-exchangeable.

**Note:** There is a fee for reporting lost or stolen [Industry Discount \(ID\)](#) or [Zonal Employee Discount \(ZED\)](#) tickets; you must see an Airport Agent for details.

For more information, see: [Guidelines for Personal Travel on Other Airlines](#)

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## Travel Discounts on Other Airlines (AAI10517)

### American Airlines

This chart provides a summary of personal travel privileges on Other Airlines (OAL), also called "OAL", "interline", "ID", or "ZED" travel. Be sure to first familiarize yourself with the interline travel program policies and procedures in the [overview](#). Additionally, the [how-to guide](#) will walk you through the steps of planning trips on OAL.

Links to each airline's route maps and/or destination lists will assist in finding the airline(s) operating to your desired cities. Keep in mind you may need to make connections and/or use more than one airline to reach your destination. Route maps may show cities served through [codeshare](#) agreements, so be sure to also check flight schedules for the airline to determine the operating carrier.

**Note:** For your convenience, links to the official Web sites of OAL (and to other relevant resources) are provided throughout this section. However, these links may only function from a home (or other non-company) computer.

By clicking on the airline name, you will display the details of AA's reduced rate travel program (from Sabre Star records) with that carrier. Yearly ticket limits shown below are for each eligible individual, unless marked as shared. Yearly allotments are applicable to each agreement, not necessarily each airline. For example, flights operated by our one world partners (British Airways, Cathay Pacific, Finnair, Iberia, Japan Airlines International, LAN Airlines, Malév Hungarian, Royal Jordanian, Qantas, and each of their affiliate airlines) all share the same four (4) trip allotment per year for [parents](#) and/or [Registered Companions \(RC\)](#), all through the conditions of the **oneworld** travel agreement. See the [interline overview](#) page for eligibility information and explanations of discount types.

**Codesharing** - If a flight is marketed by one airline but operated by another, determine which airline truly operates the flight. Read the travel conditions between AA and the marketing airline (the airline who has placed its code and flight number on another airline's flight) and AA and the operating airline (the airline that is physically operating the flight) to determine which agreement applies. You may be denied boarding if your ticket is issued incorrectly.

American Airlines' [route map](#) may help you plan your connections to interline carriers.

Airlines have been broken down by Geographic regions (based on the airline's "home" operating area), below. Maps of each airline's operation can be found at [airlineroutemaps](#) Web site:

<a href="#">Africa</a>	<a href="#">Caribbean</a>	<a href="#">Middle East</a>
<a href="#">Asia</a>	<a href="#">Europe</a>	<a href="#">South Pacific</a>
<a href="#">Canada/Mexico</a>	<a href="#">Latin America</a>	<a href="#">United States</a>

## Summary Chart of Travel Discounts on Other Airlines

\*Employee/[Retiree](#) only. [Spouse](#) and [child](#) are not eligible.

\*\*Employee/Retiree is eligible for a limited allotment of four (4) tickets per year, shared amongst the employee's/retiree's parents and/or RC.

Africa					
			Tickets per Year		
Airline Name	Airline Code	Discount Type	AMR Emp or Retiree	Parents	Domestic Partner
<a href="#">SA Airlink</a>	4Z	ID75	Unlimited	--	--
<a href="#">South African Airways</a>	SA	<a href="#">ZED</a>	Unlimited	--	Yes

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Asia					
			Tickets per Year		
Airline Name	Airline Code	Discount Type	AMR Emp or Retiree	Parents	Domestic Partner
<a href="#">Air India Ltd.</a>	AI	<a href="#">ZED</a>	Unlimited	1	--
<a href="#">All Nippon Airways</a> - includes Air Japan (NQ)	NH	<a href="#">ZED</a>	Unlimited	--	Yes
<a href="#">Asiana Airlines</a>	OZ	<a href="#">ZED</a>	Unlimited	** (See note)	--
<a href="#">Cathay Pacific</a> Includes Dragonair - HKG (KA)	CX	<a href="#">ZED</a>	Unlimited	** (See note)	Yes
<a href="#">China Airlines</a>	CI	<a href="#">ZED</a>	Unlimited	--	--
<a href="#">Japan Airlines</a> - includes travel on Japan Asia Airways (EG), Jalways, Japan Transocean Air, Jal Express and J-Air	JL	<a href="#">ZED</a>	Unlimited	** (See note)	Yes
<a href="#">Jet Airways</a> - includes travel on JetLite (S2)	9W	<a href="#">ZED</a>	Unlimited	1	--
<a href="#">Korean Airlines</a>	KE	<a href="#">ZED</a>	Unlimited	1	--
<a href="#">Malaysia Airlines</a>	MH	<a href="#">ZED</a>	Unlimited	--	--
<a href="#">Philippine Air Lines</a>	PR	<a href="#">ZED</a>	Unlimited	--	--
<a href="#">Singapore Airlines</a>	SQ	ID75	Unlimited	--	--

			Emp No Retiree		
<a href="#">Thai Airways Intl LTD</a>	TG	<a href="#">ZED</a>	Unlimited	--	Yes

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Canada and Mexico					
			Tickets per Year		
Airline Name	Airline Code	Discount Type	AMR Emp or Retiree	Parents	Domestic Partner
<a href="#">Aeromexico</a> - includes Aerolitoral (5D)	AM	<a href="#">ZED</a>	Unlimited	1	--
<a href="#">Air Canada</a> - includes Air Canada Jazz, Air Georgian, ZIP Air	AC	<a href="#">ZED</a>	Unlimited	1	--
<a href="#">Mexicana de Aviacion</a> - includes Click Mexicana (formerly Aerocaribe) (QA)	MX	<a href="#">ZED</a>	Unlimited	1	Yes

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Caribbean					
			Tickets per Year		
Airline Name	Airline Code	Discount Type	AMR Emp or Retiree	Parents	Domestic Partner
<a href="#">Air Jamaica Ltd.</a>	JM	<a href="#">ZED</a>	Unlimited	--	--
<a href="#">Bahamasair</a>	UP	ID90	1	--	--
<a href="#">BWIA West Indies Airways</a>	BW	<a href="#">ZED</a>	Unlimited	1	--
<a href="#">Cayman Airways</a>	KX	<a href="#">ZED</a>	Unlimited	1	Yes

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Europe					
			Tickets per Year		
Airline Name	Airline Code	Discount Type	AMR Employee or Retiree	Parents	Domestic Partner
<a href="#">Aer Lingus</a>	EI	<a href="#">ZED</a>	Unlimited	--	Yes
<a href="#">Air France</a>	AF	<a href="#">ZED</a>	Unlimited	--	Yes
<a href="#">Air One</a>	AP	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">Alitalia</a> - includes Alitalia Express (XM), EuroFly (GJ)	AZ	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">Austrian</a> - includes Tyrolean	OS	<a href="#">ZED</a>	Unlimited	--	Yes



Airways (VO), Lauda Air (NG), and Rheintalflug (WE)					
<a href="#">BMI British Midland</a>	BD	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">British Airways</a> - includes BA CitiExpress (FD), Comair Ltd (MN), GB Airways (GT), LoganAir, Sun Air of Scandinavia and Zambian Airways	BA	<a href="#">ZED</a>	Unlimited	** (See note)	Yes
<a href="#">Brussels Airlines</a> - includes Brussels Airlines Fly	SN	<a href="#">ZED</a>	Unlimited	1	Yes

<a href="#">Copa Airlines</a>	CM	<a href="#">ZED</a>	Unlimited	1	--
<a href="#">LACSA</a>	LR	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">Lan Airlines</a> - includes LanExpress, Lan Peru (LP), Lan Ecuador (XL) and Lan Argentina (4M)	LA	<a href="#">ZED</a>	Unlimited	** (See note)	Yes
<a href="#">PLUNA</a>	PU	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">TACA</a> - includes Aviateca (GU)	TA	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">TAM Linhas Aereas S.A.</a>	JJ	ID90	1	--	--
<a href="#">TAM Mercosur</a>	PZ	ID90	1	--	--
<a href="#">Varig Airlines</a> - Agreement Terminated effective 6/28/06. Includes Rio Sul Servicios Aeor Regionais (SL) and Nordeste Linhas Aereas (JH)	RG	--	--	--	--

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Middle East					
			Tickets per Year		
Airline Name	Airline Code	Discount Type	AMR Emp or Retiree	Parents	Domestic Partner
<a href="#">El Al Israel Airlines</a>	LY	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">Emirates Airlines</a>	EK	<a href="#">ZED</a>	Unlimited	1	--
<a href="#">Etihad Airways</a>	EY	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">Gulf Air</a>	GF	<a href="#">ZED</a>	Unlimited	1	--
<a href="#">Kuwait Airways Corp</a>	KU	<a href="#">ZED</a>	Unlimited	--	--
<a href="#">Middle East Airlines</a>	ME	<a href="#">ZED</a>	Unlimited	1	--
<a href="#">Qatar Airways</a>	QR	<a href="#">ZED</a>	Unlimited	1	--
<a href="#">Royal Jordanian</a>	RJ	<a href="#">ZED</a>	Unlimited	** (See Note)	Yes
<a href="#">Saudi Arabian Airlines</a>	SV	<a href="#">ZED</a>	Unlimited	--	--

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South Pacific					
			Tickets per Year		
Airline Name	Airline Code	Discount Type	AMR Emp or Retiree	Parents	Domestic Partner
<a href="#">Air Pacific</a>	FJ	ID90	1	--	--
<a href="#">Air Tahiti Nui</a>	TN	<a href="#">ZED</a>	Unlimited	1	--

<a href="#">Qantas</a> - includes QantasLink, and JetConnect	QF	<a href="#">ZED</a>	Unlimited	**(See note)	Yes
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United States					
Airline Name	Airline Code	Discount Type	AMR Employee or Retiree	Parents	Domestic Partner
<a href="#">AWAC/Air Wisconsin</a> - operates as United Express & AirTran JetConnect	ZW	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">Alaska Airlines</a> - includes Horizon (QX)	AS	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">Aloha Airlines</a>	AQ	<a href="#">ZED</a>	Unlimited	1	--
<a href="#">Aloha Island Air</a>	WP	ID75	Unlimited	--	--
<a href="#">American Connection</a> - includes flights operated by Chautauqua (RP) and Trans States (AX) for AA	AAC	SPCL	Unlimited	**(See note)	Yes
<a href="#">ATA - American Trans Air</a> - includes ATA Connection/ Chicago Express, also offers special standby fares on charter services	TZ	<a href="#">ZED</a>	Unlimited	1	--
<a href="#">Big Sky Airlines</a>	GQ	ID75	Unlimited	--	--
<a href="#">Cape Air</a> - includes Nantucket Airlines	9K	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">Chautauqua Airlines</a> - operating as Delta Connection, America West Express, US Airways Express	RP	ID75	Unlimited	--	--
<a href="#">Colgan Air</a>	9L	ID90	1	--	--
<a href="#">Commutair</a>	C5	ID90	Unlimited	1	--
<a href="#">Continental Airlines</a> - includes Continental Express	CO	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">Delta Airlines</a> - includes travel on Comair, Atlantic Southeast, Skywest, Chautauqua, ExpressJet, Shuttle America, Pinnacle Airlines, and Freedom Airlines flights operated for DL (with a DL code)  Delta Airlines Special "Global Fares"	DL	<a href="#">ZED</a>  <a href="#">SPCL</a>	Unlimited	--	--
<a href="#">Era Aviation</a>	7H	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">Great Lakes Aviation</a> - includes flights operated for United/UA and Frontier/F9	ZK	ID90	1	--	--

<a href="#">Gulfstream Intl</a>	3M	ID75	Unlimited	--	Yes
<a href="#">Hawaiian Airlines</a> - plus Special inter-island fares	HA	<a href="#">ZED</a> SPCL	Unlimited	1	Yes
<a href="#">Mesa Airlines</a> - includes Air Midwest (ZV) and Freedom (F8)	YV	<a href="#">ZED</a>	Unlimited	1	--
<a href="#">Midwest Airlines</a> - includes Midwest Connect/Skyway Airlines	YX	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">Northwest Airlines</a> - includes Mesaba Aviation (XJ), and Pinnacle Airlines	NW	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">Pacific Wings</a>	LW	ID75	Unlimited	--	--
<a href="#">Penair</a>	KS	ID90	1	--	Yes
<a href="#">Skyway Airlines</a> (Midwest Express Connection)	SKYW	ID75	Unlimited	--	--
<a href="#">Skywest Airlines</a> (Operates under codes of UA, CO, DL)	OO	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">Southwest Airlines</a>	WN	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">United Airlines</a> - includes TED	UA	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">US Airways</a> - includes US Airways Express flights operated by Allegheny, Piedmont, PSA, Mid Atlantic, Chautauqua, Mesa Jet, Air Midwest, Colgan, Midway, Trans States Airlines, Shuttle America	US	<a href="#">ZED</a>	Unlimited	1	Yes
<a href="#">US Helicopter</a>	UH	SPCL	Unlimited (Emp Only)	--	--

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## TWA

This chart provides a summary of personal travel privileges on other airlines, also called "OAL", "interline", "ID", or "ZED" travel. Be sure to first familiarize yourself with the interline travel program policies and procedures in the [overview](#). Additionally, the [how-to guide](#) will walk you through the steps of planning trips on other airlines.

Links to each airline's route maps and/or destination lists will assist in finding the airline(s) operating to your desired cities. Keep in mind you may need to make connections and/or use more than one airline to reach your destination. Route maps may show cities served through [codeshare](#) agreements, so be sure to also check flight schedules for the airline to determine the operating carrier.

By clicking on the airline name, you'll display the details of AA's reduced rate travel program (from Sabre Star records) with that carrier. Yearly ticket limits shown below are for each eligible individual. Yearly allotments are applicable to each agreement, not each affiliate airline covered by a single agreement. See the [interline overview](#) page for eligibility information and explanations of discount types.

**Codesharing:** If a flight is marketed by one airline but operated by another, determine which airline truly operates the flight. Read the travel conditions between AA and the marketing airline (the airline who has placed its code and flight number on another airline's flight) and AA and the operating airline (the airline that is physically operating the flight) to determine which agreement applies. You may be denied boarding if your ticket is issued incorrectly.

American Airlines' [route map](#) may help you plan your connections to interline carriers.

Airlines have been broken down by Geographic regions (based on the airline's "home" operating area), below. Maps of each airline's operation can be found at [airlineroutemaps](#) Web site:

<a href="#">Asia</a>	<a href="#">Caribbean</a>	<a href="#">Middle East</a>	
<a href="#">Canada/Mexico</a>	<a href="#">Europe</a>	<a href="#">South Pacific</a>	
	<a href="#">Latin America</a>	<a href="#">United States</a>	
Asia			
Airline Name	Airline Code	Discount Type	Tickets Per Year TWA Retiree
<a href="#">Air India Ltd.</a>	AI	<a href="#">ZED</a>	Unlimited
<a href="#">Cathay Pacific</a>	CX	<a href="#">ZED</a>	Unlimited
<a href="#">Japan Airlines</a> - includes travel on Japan Asia Airways (EG), Jalways, Japan Transocean Air, Jal Express and J-Air	JL	<a href="#">ZED</a>	Unlimited
<a href="#">Korean Airlines</a>	KE	<a href="#">ZED</a>	Unlimited
<a href="#">Philippine Air Lines</a>	PR	<a href="#">ZED</a>	Unlimited
<a href="#">Thai Airways Intl LTD</a>	TG	<a href="#">ZED</a>	Unlimited

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Canada and Mexico			
Airline Name	Airline Code	Discount Type	Tickets Per Year TWA Retiree
<a href="#">Air Canada</a>	AC	<a href="#">ZED</a>	Unlimited
<a href="#">Mexicana de Aviación</a>	MX	<a href="#">ZED</a>	Unlimited

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Caribbean			
Airline Name	Airline Code	Discount Type	Tickets Per Year TWA Retiree
<a href="#">Air Jamaica Ltd.</a>	JM	<a href="#">ZED</a>	Unlimited
<a href="#">Cayman Airways</a>	KX	<a href="#">ZED</a>	Unlimited

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Europe			
Airline Name	Airline Code	Discount Type	Tickets Per Year TWA Retiree
<a href="#">Aer Lingus</a>	EI	<a href="#">ZED</a>	Unlimited
<a href="#">Air France</a>	AF	<a href="#">ZED</a>	Unlimited
<a href="#">Alitalia</a>	AZ	<a href="#">ZED</a>	Unlimited
<a href="#">Austrian</a> - includes Tyrolean Airways (VO), Lauda Air (NG), and Rheintalflug (WE)	OS	<a href="#">ZED</a>	Unlimited

<a href="#">BMI British Midland</a>	BD	<a href="#">ZED</a>	Unlimited
<a href="#">British Airways</a> - includes BA CitiExpress (FD), Comair Ltd (MN), GB Airways (GT), LoganAir, Sun Air of Scandinavia and Zambian Airways	BA	<a href="#">ZED</a>	Unlimited
<a href="#">Brussels Airlines</a> - includes Brussels Airlines Fly	SN	<a href="#">ZED</a>	Unlimited
<a href="#">Finnair</a>	AY	<a href="#">ZED</a>	Unlimited
<a href="#">Flybe</a>	BE	<a href="#">ZED</a>	Unlimited
<a href="#">Iberia</a> - includes Air Nostrum	IB	<a href="#">ZED</a>	Unlimited
<a href="#">Icelandair</a> - includes Air Iceland	FI	<a href="#">ZED</a>	Unlimited
<a href="#">KLM</a> - includes KLM Exel (XT) and KLM Cityhopper (WA)	KL	<a href="#">ZED</a>	Unlimited
<a href="#">LOT Polish Airlines</a> - includes Eurolot S.A. (K2)	LO	<a href="#">ZED</a>	Unlimited
<a href="#">Lufthansa</a> - includes Condor Flugdienst and Lufthansa Cityline	LH	<a href="#">ZED</a>	Unlimited
<a href="#">Malev Hungarian</a>	MA	<a href="#">ZED</a>	Unlimited
<a href="#">Martinair Holland</a>	MP	<a href="#">ZED</a>	Unlimited
<a href="#">Olympic Airways</a>	OA	<a href="#">ZED</a>	Unlimited
<a href="#">Scandinavian SAS</a> - includes Blue 1 Oy (KF) and Wideroe (WF)	SK	<a href="#">ZED</a>	Unlimited
<a href="#">TAP Air Portugal</a>	TP	<a href="#">ZED</a>	Unlimited
<a href="#">Turkish Airlines</a>	TK	<a href="#">ZED</a>	Unlimited

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<b>Latin America</b>			
<b>Airline Name</b>	<b>Airline Code</b>	<b>Discount Type</b>	<b>Tickets Per Year TWA Retiree</b>
<a href="#">Avianca</a>	AV	<a href="#">ZED</a>	Unlimited
<a href="#">Copa Airlines</a>	CM	<a href="#">ZED</a>	Unlimited
<a href="#">Lan Airlines</a> - includes LanExpress, Lan Peru (LP), Lan Ecuador (XL) and Lan Argentina (4M)	LA	<a href="#">ZED</a>	Unlimited
<a href="#">PLUNA</a>	PU	<a href="#">ZED</a>	Unlimited

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<b>Middle East</b>			
<b>Airline Name</b>	<b>Airline Code</b>	<b>Discount Type</b>	<b>Tickets Per Year TWA Retiree</b>
<a href="#">El Al Israel Airlines</a>	LY	<a href="#">ZED</a>	Unlimited
<a href="#">Etihad Airways</a>	EY	<a href="#">ZED</a>	Unlimited
<a href="#">Royal Jordanian</a>	RJ	<a href="#">ZED</a>	Unlimited

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<b>South Pacific</b>			
<b>Airline Name</b>	<b>Airline Code</b>	<b>Discount Type</b>	<b>Tickets Per Year TWA Retiree</b>
<a href="#">Air Tahiti Nui</a>	TN	<a href="#">ZED</a>	Unlimited
<a href="#">Qantas</a> - includes QantasLink, and JetConnect	QF	<a href="#">ZED</a>	Unlimited

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<b>United States</b>			
<b>Airline Name</b>	<b>Airline Code</b>	<b>Discount Type</b>	<b>Tickets Per Year TWA Retiree</b>
<a href="#">AWAC/Air Wisconsin</a> -operates as United Express & AirTran JetConnect	ZW	<a href="#">ZED</a>	Unlimited
<a href="#">Alaska Airlines</a> - includes Horizon (QX)	AS	<a href="#">ZED</a>	Unlimited
<a href="#">Aloha Airlines</a>	AQ	<a href="#">ZED</a>	Unlimited
<a href="#">American Connection</a> - includes flights operated by Chautauqua (RP) and Trans States (AX) for AA	AX	TWR	Unlimited
<a href="#">ATA - American Trans Air</a> - includes ATA Connection/ Chicago Express, also offers special standby fares on charter services	TZ	<a href="#">ZED</a>	Unlimited
<a href="#">Delta Airlines</a> - includes travel on Comair, Atlantic Southeast, Skywest, Chautauqua, ExpressJet, Shuttle America, Pinnacle Airlines, and Freedom Airlines flights operated for DL (with a DL code)  Delta Airlines Special "Global Fares"	DL	<a href="#">ZED</a>	Unlimited
<a href="#">Gulfstream Intl</a>	3M	<a href="#">ZED</a>	ID75
<a href="#">Hawaiian Airlines</a> - plus Special inter-island fares	HA	<a href="#">ZED</a>	Unlimited
<a href="#">Horizon Air</a> - included in Alaska Air	QX		
<a href="#">Mesa Airlines</a> - includes Air Midwest (ZV) and Freedom (F8)	YV	<a href="#">ZED</a>	Unlimited
<a href="#">Midwest Airlines</a> - includes Midwest Connect/Skyway Airlines	YX	<a href="#">ZED</a>	Unlimited
<a href="#">Northwest Airlines</a> - includes Mesaba Aviation (XJ), and Pinnacle Airlines	NW	<a href="#">ZED</a>	Unlimited
<a href="#">Skywest Airlines</a> (Operates under codes of UA, CO, DL)	OO	<a href="#">ZED</a>	Unlimited
<a href="#">Southwest Airlines</a> - ZED-type fares apply for travel on Southwest	WN	<a href="#">ZED</a>	Unlimited
<a href="#">United Airlines</a> - includes TED	UA	<a href="#">ZED</a>	Unlimited
<a href="#">US Airways</a> - includes travel on flights operated by America West, Colgan Air, and Republic, as well as US Airways Express flights operated by Piedmon, PSA, Trans States, and Chautauqua	US	<a href="#">ZED</a>	Unlimited

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## Travel on Codeshare Flights (AAI10402)

### American Airlines

**Codeshare** is defined as an agreement between two (2) airlines to place one airline's code on flights operated by another airline. The carrier placing its code on the Other Airline's (OAL) flight is known as the **marketing** carrier, the airline actually **operating** the flight is known as the **operating** carrier.

**For example:** Delta Air Lines codeshares on flights operated by Aeromexico between Mexico City/MEX and Guadalajara/GDL. In Sabre availability, these flights may display with the **marketing** carrier's code (in this case DL) followed by an asterisk and the **marketing** carrier's flight number (DL\*8100). The flight **segment** will be followed by a line of text disclosing the **operating** carrier (in this case the flight is operated by Aeromexico):

```
1DL*8100 Y4 MEXGDL 0700 0805 M80 S 0 OPERATED BY AEROMEXICO
2DL*8146 Y4 MEXGDL 0730 0835 M80 S 0 OPERATED BY AEROMEXICO
```

The "operated by" information will also show in the [Non-Rev Travel Planner](#) on Jetnet.

**Reduced rate** travel applies under the conditions of the interline agreement between American and the **operating** carrier (unless the flight has been specifically included in the reduced rate agreement of the **marketing** carrier). In the example above, travel on Delta flight 8100 is covered by American's agreement with Aeromexico, not Delta.

If a flight is operated by an airline other than the airline **marketing** the flight, check whether the flight is included in American's agreement with the **marketing** airline. Look up the agreement with the **marketing** airline using the [summary chart](#) or in the Sabre Star (N\*TVLxx). If the **operating** airline is not included, check whether the flight is included in American's agreement with the **operating** airline. Look up the agreement with the **operating** airline using the summary chart or in the Sabre Star (N\*TVLxx).

For more information, see [N\\*TVLCODESHARING](#).

For more information, see:

- [Overview of Personal Travel on Other Airlines](#)
- [Guidelines for Personal Travel on Other Airlines](#)
- [Ticket Purchase for Travel on Other Airlines](#)
- [Ticket Refunds for Travel on Other Airlines](#)

### TWA

**Codeshare** is defined as an agreement between two (2) airlines to place one airline's code on flights operated by another airline. The carrier placing its code on the other airline's flight is known as the **marketing** carrier, the airline actually operating the flight is known as the **operating** carrier.

**For example:** Delta Air Lines codeshares on flights operated by Aeromexico between Mexico City/MEX and Guadalajara/GDL. In Sabre availability, these flights may display with the **marketing** carrier's code (in this case DL) followed by an asterisk and the **marketing** carrier's flight number (DL\*8100). The flight **segment** will be followed by a line of text disclosing the **operating** carrier (in this case the flight is operated by Aeromexico):

```
1DL*8100 Y4 MEXGDL 0700 0805 M80 S 0
OPERATED BY AEROMEXICO
2DL*8146 Y4 MEXGDL 0730 0835 M80 S 0
OPERATED BY AEROMEXICO
```

The "operated by" information will also show in the [Non-Rev Travel Planner](#) on Jetnet.

Reduced rate travel applies under the conditions of the interline agreement between American and the **operating** carrier (unless the flight has been specifically included in the reduced rate agreement of the **marketing** carrier). In the example above, travel on Delta flight 8100 is covered by American's agreement with Aeromexico, not Delta.

If a flight is operated by an airline other than the airline marketing the flight:

Check whether the flight is included in American's agreement with the **marketing** airline. Look up the agreement with the **marketing** airline using the [summary chart](#) or in the Sabre Star (N\*TVLxx). If the operating airline is not included.

Check whether the flight is included in American's agreement with the **operating** airline. Look up the agreement with the **operating** airline using the summary chart or in the Sabre Star (N\*TVLxx).

For more information, see [N\\*TVLCODESHARING](#).

For more information, see:

[Overview of Personal Travel on Other Airlines](#)  
[Guidelines for Personal Travel on Other Airlines](#)  
[Ticket Purchase for Travel on Other Airlines](#)  
[Ticket Refunds for Travel on Other Airlines](#)

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[Conduct and Expectations](#)  
[Corporate \(Business\) Travel Policy](#)  
[Discounted Confirmed Travel \(AA20\)](#)  
[Guest Travel Policy](#)  
[Hazardous Materials and Dangerous Goods](#)  
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[Pass Travel Embargoes](#)  
[Traveling with Pets](#)

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## Overview of Travel Policies (AAI10335)

### American Airlines

Employee travel is a privilege with certain responsibilities. We need to ensure that we present ourselves as appropriate representatives of our Company. Employee travel is not a right of employment or a form of compensation. Any right to reimbursement or an in-kind privilege is not subject to liquidation or exchange for any other privileges, including cash. As with any policy, the Company reserves the right to terminate, amend or modify these privileges, in any way, if it is in the best interest of the organization or our employees and [retirees](#).

For more information, see:

[Corporate \(Business\) Travel Policy](#)

[Guest Travel Policy](#)

[Travel Eligibility](#)

[Travel Policy and Procedure Acknowledgement Form](#)

[Travel Procedures](#)

## TWA

Retiree travel is a privilege with certain responsibilities that ensure we present ourselves as appropriate representatives of our Company. Retiree travel is not a right of employment or a form of compensation. Any right to reimbursement or an in-kind privilege is not subject to liquidation or exchange for any other privileges, including cash. As with any policy, the Company reserves the right to terminate, amend or modify these privileges, in any way, if it is in the best interest of the organization or our employees and [retirees](#).

Retiree travel privileges include the TWA, Inc. retiree, his or her spouse, and [dependent children](#). "Privileges" do not include travel for parents, adult children, [other family members](#), and friends.

For more information, see:

[Baggage Allowance](#)

[Conduct and Expectations](#)

[Hazardous Materials and Dangerous Goods](#)

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## Travel Policy and Procedure Acknowledgment Form (AAI10925)

### American Airlines

#### Security

I confirm that the persons who I am authorizing for travel:

Are persons with whom I have an established personal relationship.

Are persons that do not pose a safety or security risk to the Company.

Are persons that understand all rules of non-revenue travel as outlined in TRIP Book.

Are not former employees who were discharged for any type of misconduct or who resigned in lieu of discharge or any type of misconduct.

Are not any employee whose travel privileges have been revoked or any employee on a Leave of Absence (LOA), which does not allow non-revenue travel.

Additionally, I acknowledge that:

The Company reserves the right to remove travelers who the Company believes may pose a safety or security risk.

The Company reserves the right to remove travelers that do not follow the rules of non-revenue travel as outlined in TRIP Book.

I will be held responsible for persons that misuse travel privileges with this database and for the conduct of the traveler, which may include suspension or permanent loss of my travel privileges.

Abuse of this system may result in suspension or permanent loss of my travel privileges or further disciplinary action up to and including termination of employment and where warranted criminal prosecution.

## Travel Privileges

I understand that Travel is a "privilege" and carries with it certain responsibilities. Travel is not a right of employment or a form of compensation. I am aware that the Company reserves the right to change these privileges, in any way, if the Company deems it is in the best interest of the organization or the employees and retirees.

I understand and agree to the following obligations while traveling as a pass or reduced rate traveler:

All travel privileges provided to employees, retirees, family members, and others are strictly for personal use. Use of travel privilege for a business purpose of any kind or in any other manner which denies revenue to AA or another carrier is prohibited.

Employee travel cannot be sold, purchased, bartered, traded or donated.

Misuse or dishonest use of travel privileges, or any other violation of travel privileges by an employee, retiree, family member or others traveling on an employee privilege can result in corrective action, up to and including termination. Other corrective action as determined by the Company may include but is not limited to: suspension of all travel privileges for a period of time, revocation of all travel privileges either indefinitely or for a period of time, legal action including criminal prosecution, and/or full-fare reimbursement.

Travel privileges can be suspended or revoked for non-payment of NRSA charges.

It is a violation of Company policy to obtain, or attempt to obtain travel privileges from the Company or other airlines for another person by deceitful or fraudulent means. This includes, but is not limited to, falsifying marriage, divorce, birth or adoption documents for the purpose of meeting the travel eligibility requirements or imputing false information into the system.

I understand that the Company reserves the right to suspend, revoke or modify these privileges in any way, with or without cause or notice, at any time.

## Privacy Requirements for Travelers Living Outside the U.S.

People who live in the European Union, Canada and other countries have certain rights regarding the collection, transfer and use of their personal information. If any person registered for D3 travel resides outside of the U.S. by enrolling that person for D3 travel, I represent that I have already received or will be receiving Consent from such D3 traveler. The consent form must remain in my possession and provided to American Airlines upon request. Failure to provide American with travel consent upon request for my travelers living in the outside the U.S. will result in termination of my travel privileges.

## Authorization and Consent Terms and Conditions

### Authorization

I have read and am familiar with the terms and provisions of AA TRIP (Travel Rules Information and Privileges) Book and all other Company policies governing travel privileges used by me and my registered travelers. This includes provisions regarding the method of calculating travel charges and my obligation to pay such charges. If I am an active employee, who does not currently receive invoices for travel charges, I specifically agree that all NRSA travel charges shall be paid through payroll deduction from my wages each time such travel occurs. If I am not a current employee or reside outside the U.S., I specifically agree that I will be responsible for all NRSA travel charges and shall be paid either via invoiced to me or collected via another method. Also, dependent upon my country of residence, I will continue to pay for NRSA charges under the current program that is in affect. If there are any changes to the current collection methods, AA will notify the respective workgroups. I further acknowledge and agree that the terms and provisions of AA TRIP Book and other Company Travel Policies may be modified by American at any time and without notice.

### Consent

I represent that within 15-days of registering a traveler who lives in the European Union, Canada, or any other country other than the United States, that I have received / will receive a written copy of the "Travel Consent Form" from those registered travelers.

**TWA**

## Security

I confirm that the persons who I am authorizing for travel:

- Are persons with whom I have an established personal relationship.
- Are persons that do not pose a safety or security risk to the Company.
- Are persons that understand all rules of non-revenue travel as outlined in TRIP Book.
- Are not former employees who were discharged for any type of misconduct or who resigned in lieu of discharge or any type of misconduct.
- Are not any employee whose travel privileges have been revoked or any employee on a Leave of Absence (LOA), which does not allow non-revenue travel.

Additionally, I acknowledge that:

- The Company reserves the right to remove travelers who the Company believes may pose a safety or security risk.
- The Company reserves the right to remove travelers that do not follow the rules of non-revenue travel as outlined in TRIP Book.
- I will be held responsible for persons that misuse travel privileges with this database and for the conduct of the traveler, which may include suspension or permanent loss of my travel privileges.
- Abuse of this system may result in suspension or permanent loss of my travel privileges or further disciplinary action up to and including termination of employment and where warranted criminal prosecution.

## Travel Privileges

I understand that Travel is a "privilege" and carries with it certain responsibilities. Travel is not a right of employment or a form of compensation. I am aware that the Company reserves the right to change these privileges, in any way, if the Company deems it is in the best interest of the organization or the employees and retirees.

I understand and agree to the following obligations while traveling as a pass or reduced rate traveler:

- All travel privileges provided to employees, retirees, family members, and others are strictly for personal use. Use of travel privilege for a business purpose of any kind or in any other manner which denies revenue to AA or another carrier is prohibited.
- Retiree travel cannot be sold, purchased, bartered, traded or donated.
- Misuse or dishonest use of travel privileges, or any other violation of travel privileges by an employee, retiree, family member or others traveling on retiree privilege can result in corrective action, up to and including termination. Other corrective action as determined by the Company may include but is not limited to: suspension of all travel privileges for a period of time, revocation of all travel privileges either indefinitely or for a period of time, legal action including criminal prosecution, and/or full-fare reimbursement.
- Travel privileges can be suspended or revoked for non-payment of NRSA charges.
- It is a violation of Company policy to obtain, or attempt to obtain travel privileges from the Company or other airlines for another person by deceitful or fraudulent means. This includes, but is not limited to, falsifying marriage, divorce, birth or adoption documents for the purpose of meeting the travel eligibility requirements or imputing false information into the system.

## Privacy Requirements for Travelers Living Outside the U.S.

People who live in the European Union, Canada and other countries have certain rights regarding the collection, transfer and use of their personal information. If any person registered for D3 travel resides outside of the U.S. by enrolling that person for D3 travel, I represent that I have already received or will be receiving Consent from such D3 traveler. The consent form must remain in my possession and provided to American Airlines upon request. Failure to provide American with travel consent upon request for my travelers living in the outside the U.S. will result in termination of my travel privileges.

## Authorization and Consent Terms and Conditions

### Authorization

I have read and am familiar with the terms and provisions of AA TRIP (Travel Rules Information and Privileges) Book and all other Company policies governing travel privileges used by me and my registered travelers. This includes provisions regarding the method of calculating travel charges and my obligation to pay such charges. If I am an active employee, who does not currently receive invoices for travel charges, I specifically agree that all NRSA travel charges shall be paid through payroll deduction from my wages each time such travel occurs. If I am not a current employee or reside outside the U.S., I specifically agree that I will be responsible for all NRSA travel charges and shall be paid either via invoiced to me or collected via another method. Also, dependent upon my country of residence, I will continue to pay for NRSA charges under the current program that is in affect. If there are any changes to the current collection methods, AA will notify the respective workgroups. I further acknowledge and agree that the terms and provisions of AA TRIP Book and other Company Travel Policies may be modified by American at any time and without notice.

## Consent

I represent that within 15-days of registering a traveler who lives in the European Union, Canada, or any other country other than the United States, that I have received / will receive a written copy of the "Travel Consent Form" from those registered travelers.

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## Baggage Allowance (AAI10356)

### American Airlines

All pass travelers are allowed the same checked and carry-on baggage to the number and size allowed for revenue passengers. You may have one (1) carry-on item, one (1) personal item and as a non-revenue passenger you may check two (2) bags free of charge per person on all domestic flights. This includes flights purchased using the AA20 discount and AAdvantage Award purchased tickets. Personal items include purse, briefcase, laptop, small backpack, or other similar items. Strollers and car seats are exempt from excess baggage fees and do not count toward your allowable total.

Carry-on baggage must fit in an overhead compartment or under a seat. The maximum size is 40 lbs and 45 inches (length + width + height). All baggage must be completely stowed before the aircraft may depart the gate. Use of equipment such as portable radios, TVs, cellular phones, video cameras, and some electronic toys will not be permitted during flight. Laptop computers may be used only at specified times during flight.

The checked baggage allowance for domestic flights and most international flights is two (2) checked bags:

The maximum size is 50 lbs and 62 inches (length + width + height).

If you exceed the free baggage allowance, you will have to pay the same excess baggage charges our customers pay for any bags above the free allowance, overweight or oversized.

Excess, overweight, and/or oversize baggage charges will not apply to employees [traveling on Company business](#).

Due to security restrictions that apply for international destinations, it is necessary for you to travel on the same flights as your checked baggage. For this reason, once you and/or your pass travelers are placed on the [Priority List](#), you must be willing to accept any seat assignment when accommodated. Refusing a seat assignment for a more desirable seat or higher class of service on another flight is not permitted, as it will require your bags to be removed from the flight and can result in a possible delay of the flight. If you have no checked bags, only carry-on, you will be allowed to refuse a seat assignment on an international flight. Refusing a seat assignment to take an alternate flight for a more desirable seat or higher class of service is permitted on domestic travel, whether you have checked bags or not.

In addition, if you have been relocated due to a reduction-in-force (RIF) you will be allowed to check up to five (5) pieces of baggage free of charge within the first 90 days after receiving your RIF notification.

For additional information on the Baggage Policy for employees relocating due to a RIF, refer to Sabre Star Record [N\\*RIE RELOCATION BAGS](#).

Information on baggage allowances and specific fees for your routing can be found online:

- [AA.com](#)
- F\*BAG/FREE

You may refer to [N\\*CARRYON](#) for up-to-date information to the carry on-on policy.

The BAG reference (F\*BAG/NRSA) or (F\*TUWHEF and F\*TKNQY) indicate that both [space available](#) and [positive space](#) travelers are covered under the AA Baggage Liability and Claims Policy.

For more information, see:

[Hazardous Materials and Dangerous Goods](#)

[Infants and Children](#)

[Traveling with Pets](#)

## TWA

All pass travelers are allowed the same checked and carry-on baggage to the number and size allowed for revenue passengers. You may have one (1) carry-on item, one (1) personal item and as a non-revenue passenger you may check two (2) bags free of charge per person on all domestic flights. This includes flights purchased using the AA20 discount and AAdvantage Award purchased tickets. Personal items include purse, briefcase, laptop, small backpack, or other similar items. Strollers and car seats are exempt from excess baggage fees and do not count toward your allowable total.

Carry-on baggage must fit in an overhead compartment or under a seat. The maximum size is 40 lbs and 45 inches (length + width + height). All baggage must be completely stowed before the aircraft may depart the gate. Use of equipment such as portable radios, TVs, cellular phones, video cameras, and some electronic toys will not be permitted during flight. Laptop computers may be used only at specified times during flight.

The checked baggage allowance for domestic flights and most international flights is two (2) checked bags. The maximum size is 50 lbs and 62 inches (length + width + height). If you exceed the free baggage allowance, you will have to pay the same excess baggage charges our customers pay for any bags above the free allowance, overweight or oversized. Excess baggage charges will not apply to employees traveling on Company business. Information on baggage allowances and specific fees for your routing can be found online at [AA.com](#) or in Sabre at F\*BAG/FREE or Sabre Star Record [N\\*BAG ITEMS](#). You may reference [N\\*CARRYON](#) for up-to-date information to the carry on-on policy.

Due to security restrictions that apply for international destinations, it is necessary for you to travel on the same flights as your checked baggage. For this reason, once you and/or your pass travelers are placed on the [Priority List](#), you must be willing to accept any seat assignment when accommodated. Refusing a seat assignment for a more desirable seat or higher class of service on another flight is not permitted, as it will require your bags to be removed from the flight and can result in a possible delay of the flight. If you have no checked bags, only carry-on, you will be allowed to refuse a seat assignment on an international flight. Refusing a seat assignment to take an alternate flight for a more desirable seat or higher class of service is permitted on domestic travel, whether you have checked bags or not.

For more information, see:

[Overview of Travel Policies](#)

[Hazardous Materials and Dangerous Goods](#)

[Traveling with Pets](#)

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The following information is available for Conduct and Expectations

[Compliance with Travel Standards](#)

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[Violation of Travel Privileges](#)

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## Compliance with Travel Standards (AAI10361)

### American Airlines

Travel is a unique and special privilege we offer to our employees and their guests. As with any privilege, it's important that everyone follow the standards and expectations outlined below. Please ensure that you and your guests understand these standards and expectations when traveling on American Airlines (AA) and American Eagle as well as other carriers.

You or your guests may only use travel privileges for personal pleasure travel. Your personal travel privileges may not be used for **any** kind of business-related travel.

You may use personal travel for your personal charitable efforts as long as no compensation and no personal benefit is received. A personal benefit includes, but is not limited to, accommodations, meals, tickets, merchandise of other than nominal value, the benefit of future business that may create personal gain, etc., and cannot create a [Conflict of Interest](#).

Travel passes may not be sold, purchased, donated, traded, or exchanged for goods or services.

It is important that you avoid revealing to revenue passengers that you are an airline employee or that you are traveling on a pass or [reduced rate ticket](#).

Our customers always come first. Observe the highest standards of courtesy and [conduct](#) toward everyone with whom you come in contact. Be alert to the needs of our customers. Offer to move so revenue passengers traveling together may sit together or otherwise be more comfortable.

Our employees working the flights are extremely busy serving our customers. Cooperate fully with instructions and decisions given to you by employees on duty. If you feel that you have been treated improperly, wait until you return to work and have your Manager forward your comments to the proper department.

All employees using travel privileges are required to follow all airport security regulations. This includes a mandatory TSA screening of any passenger or luggage traveling on-board our aircraft. Security screening requirements also apply to NRSA travelers and their bags. Employees and guests may not enter the secured area of airport terminals through employee portals or entrances with the intention of traveling unless they are a working crewmember. SIDA (Security Identification Display Areas) access may be permanently revoked by TSA and corrective action by the company will result for any breach of airport security.

After [checking in](#) at the airport, remain clear of the ticket lift desk or service center until you are called by name to receive a seat assignment.

When given a boarding pass, board as soon as directed and take your assigned seat. Do not ask other passengers to move to improve your seating. If asked to change your seat, change your cabin, or deplane, do so quickly and quietly.

We provide special amenities to our customers that in turn cost the Company significant money. As a pass traveler, it is important that you do not request special services or considerations such as special meals or complimentary products such as alcoholic drinks, buy-on-board products, or headsets from ground or in-flight personnel except for medical aid that may be required in-flight.

If you drink alcoholic beverages on a flight, drink moderately. Employees traveling in uniform are not permitted to consume alcoholic beverages.

You may not use [space available](#) passes if you have already booked travel using AAdvantage Miles, an [AA20](#), or any revenue ticket on the same day between the same cities.

Allow for sufficient time to return to work when traveling standby. Failure to report to work on time because of problems encountered while using travel privileges is not an acceptable excuse.

If you are unable to work when scheduled, you are unable to travel.

If you and your travelers do not intend to travel on a specific flight, you may not check in for that flight in order to be rolled to a later flight for the purpose of obtaining an earlier check-in time.

## Commuting

You may use your personal travel privileges to commute to work if you choose to live in a different city from where you work or are based. Like all employees, commuters are responsible for reporting to work on time. Arriving past your scheduled report time due to overbooked or late flights will be considered as an unacceptable absence. As you know, you should schedule flights to your work location by accounting for circumstances such as heavy flight loads, inclement weather, schedule changes, and large volumes of other standby travelers. This may mean arriving at your work city the night before you are scheduled to work or even purchasing tickets during peak travel times.

For more information, see:

[Dress Code while Traveling](#)

[Keeping the Aircraft Clean](#)

[Violation of Travel Privileges](#)

## TWA

Travel is a unique and special privilege we offer to TWA retirees and their families. As with any privilege, it is important that everyone follow the standards and expectations that are outlined below. Ensure that you and your family understand these standards and expectations when traveling on American Airlines/American Eagle.

You or your family members may only use travel privileges for personal pleasure travel. Your personal travel privileges may not be used for **any** kind of business-related travel.

You may use personal travel for your personal charitable efforts as long as no compensation and no personal benefit is received. A personal benefit includes, but is not limited to, accommodations, meals, tickets, merchandise of other than nominal value, the benefit of future business that may create personal gain, etc., and cannot create a Conflict of Interest.

Travel passes may not be sold, purchased, donated, traded, or exchanged for goods or services.

It is important that you avoid revealing to revenue passengers that you are an airline retiree or that you are traveling on a pass or reduced rate ticket.

Our customers always come first. Observe the highest standards of courtesy and conduct toward everyone with whom you come in contact. Be alert to the needs of our customers. Offer to move so revenue passengers traveling together may sit together or otherwise be more comfortable.

Our employees working the flights are extremely busy serving our customers. Cooperate fully with instructions and decisions given to you by employees on duty. If you feel that you have been treated improperly, wait until you return to work and have your Manager forward your comments to the proper department.

After [checking in](#) at the airport, remain clear of the ticket lift desk or service center until you are called by name to receive a seat assignment.

When given a boarding pass, board as soon as directed and take your assigned seat. Do not ask other passengers to move to improve your seating. If asked to change your seat, change your cabin or deplane, do so quickly and quietly.

We provide special amenities to our customers that in turn cost the Company significant money. As a pass traveler, it is important that you do not request special services or considerations such as special meals or complimentary products such as alcoholic drinks, buy-on-board products, or headsets from ground or in-flight personnel except for medical aid that may be required in-flight.

If you drink alcoholic beverages on a flight, drink moderately.

You may not use [space available](#) passes if you have already booked travel using AAdvantage Miles or any revenue ticket, including [AA20](#) discount tickets, on the same day between the same cities.

Misconduct, such as interfering with flight crewmembers, abuse of Company personnel, etc. will result in the suspension or permanent revocation of travel privileges.

If you and your travelers do not intend to travel on a specific flight, you may not check in for that flight in order to be rolled to a later flight for the purpose of obtaining an earlier check-in time.

For more information, see:

[Dress Code while Traveling](#)

[Keeping the Aircraft Clean](#)

[Violation of Travel Privileges](#)

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## Conflict of Interest (AAI10363)

### American Airlines

American Airlines offers travel privileges to all [regular employees](#) and [retirees](#) who meet the [retiree eligibility requirements](#). Retirees are subject to the same policies and procedures for travel privilege abuse as active employees.

**American Airlines has the right to permanently withhold travel privileges from an active employee, furloughed/laid off employee, or retiree of American Airlines, SABRE, Inc, or any other AMR company who accepts a position as described below:**

**Any executive position with a competitor of American Airlines/American Eagle. An executive position is defined as a Managing Director or above.**

**Any position which requires disclosure of AMR trade secrets, confidential, competitive, or restricted information.**

We are willing to consider exceptions on a case by case basis if there are extenuating circumstances. Consequently, before making any employment decisions for a position as described above, active employees and former employees who are eligible to receive travel privileges and do not want to risk temporary suspension of such privileges should contact Corporate Human Resources to request a review and decision regarding any position which may be in conflict with this policy.

## Requesting Review/Exceptions

Submit the following information:

- Name and description of your employer;
- period during which your employment or activity will occur;
- your anticipated job title and work location; and
- full explanation of the job functions you will perform.

Send your correspondence to [Managing Director - American Airlines](#).

For more information, see: [Travel Privileges on Leaving the Company](#)

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## Dress Code while Traveling (AAI10500)

### American Airlines

At American Airlines, we are proud to have one of the most relaxed dress codes in the industry that in turn gives you and your guests much more freedom and flexibility in traveling. You must ensure that your pass travelers adhere to the dress code. Pass travelers who are improperly dressed will not be accommodated on the flight. If a traveler is properly [attired for coach](#) but not for [first or business](#), and only first or business is available, the traveler will not be accommodated in first or business class.

Additionally, once you or your guests have been accommodated for a flight, it is a violation of travel privileges to change into clothing that does not meet the appropriate dress code. The dress code as listed below applies to travel on AA and American Eagle. See also Sabre Star Record [N\\*DRESS](#) and F\*PSM/NRSA/DRESS in Focus.

- Attire for all cabins must be well groomed, neat, clean, and in good taste. (If in doubt, wear something else.)
- Traditional or casual business attire is required for first or business class accommodation.
- Coats, jackets, and ties for men are not required.
- Hosiery and socks or collars are not required for men or women.
- Women's style of shoes or sandals such as open toe, sling-back, and clogs are acceptable.
- Capri pants are acceptable in all cabins.

## Do not Wear

The following are examples of unacceptable attire. Items listed in the left-hand column are not acceptable in any cabin. Items in right hand column are not acceptable in first or business class cabin.

Not Acceptable in Any Cabin	
Shorts or T-Shirts	
Sweatshirts or tank tops	

Micro-mini skirts
Jogging suits, workout clothing or leggings
Bare-midriff or provocative/revealing/see-through clothing
Beach clothing or footwear, flip-flops
Clothing with offensive terminology or graphics
Clothing with holes/ragged or cutoff edges
<b>Not Acceptable in First or Business</b>
(acceptable for coach cabin only)
Denim clothing of any kind or color
Athletic footwear
Split skirts above the knee
Skorts

**Note:** Children age six (6) and under are permitted to wear shorts in coach.

Due to the diversity and constantly changing nature of fashion, we will never be able to cover all possible types of attire. We rely on you to carefully consider the intent of the dress code for the class of service you desire when selecting clothing to wear on a trip.

For dress requirements when traveling on other airlines (OAL) using reduced rate agreements, refer to SABRE Star records [N\\*TVLDRESS](#) and N\*TVLXX where "XX" represents the two (2) letter code for the airline. If you do not know the two (2) letter airline code you can use SABRE format W/-AL (airline name) to find it.

For example, to find out the two (2) letter airline code of Delta Airlines, type **W/-ALDELTA** then press **ENTER**. To find out the dress requirements for Delta Airlines, you would then enter [N\\*TVLDL](#). *Make sure that you verify the dress requirements of OAL when you travel using an [Industry Discount \(ID\)](#) ticket.*

For more information, see:

- [Compliance with Travel Standards](#)
- [Conduct and Expectations](#)

## TWA

At American Airlines, we are proud to have one of the most relaxed dress codes in the industry that in turn gives you and your [family members](#) much more freedom and flexibility in traveling. **You must ensure that your pass travelers adhere to the dress code. Pass travelers who are improperly dressed will not be accommodated on the flight.** If a traveler is properly attired for coach but not for first or business, and only first or business is available, the traveler will not be accommodated in first or business class. Additionally, once you or your family members have been accommodated for a flight, it is a [violation of travel privileges](#) to change into clothing that does not meet the appropriate dress code. **The dress code as listed below applies to travel on AA and American Eagle. See also Sabre Star Record [N\\*DRESS](#) and [F\\*PSM/NRSA/DRESS in Focus](#).**

- Attire for all cabins must be well groomed, neat, clean, and in good taste. (If in doubt, wear something else.)
- Traditional or casual business attire is required for first or business class accommodation.
- Coats, jackets, and ties for men are not required.
- Hosiery/socks or collars are not required for men or women.
- Women's style of shoes/sandals such as open toe, sling-back, and clogs are acceptable.
- Capri Pants **are** acceptable in all cabins.

## DO NOT WEAR

The following are examples of unacceptable attire. Items listed in the left-hand column are not acceptable in ANY cabin. Items in right hand column are not acceptable in first or business class cabin.

<b>Not Acceptable in Any Cabin</b>
Shorts or T-Shirts

Sweatshirts or tank tops
Micro-mini skirts
Jogging suits, workout clothing or leggings
Bare-midriff or provocative/revealing/see-through clothing
Beach clothing or footwear, flip-flops
Clothing with offensive terminology or graphics
Clothing with holes/ragged or cutoff edges
<b>Not Acceptable in First or Business</b>
(acceptable for coach cabin only)
Denim clothing <u>of any kind or color</u>
Athletic footwear Split skirts above the knee Skorts

**Note:** Children age six (6) and under are permitted to wear shorts in coach.

Due to the diversity and constantly changing nature of fashion, we will never be able to cover all possible types of attire. We rely on you to carefully consider the intent of the dress code for the class of service you desire when selecting clothing to wear on a trip.

For dress requirements when traveling on other airlines (OAL) using [reduced rate](#) agreements, refer to Sabre Star Record [N\\*TVLDRESS](#) and [N\\*TVLXX](#) where "XX" represents the two (2) letter code for the airline. If you do not know the two letter airline code you can use SABRE format W/-AL(airline name) to find it. For example, to find out the two (2) letter airline code of Delta Airlines, type W/-ALDELTA then press **ENTER**. To find out the dress requirements for Delta Airlines, you would then enter [N\\*TVLDL](#). *Make sure that you verify the dress requirements of OAL when you travel using an [Industry Discount \(ID\)](#) ticket.*

For more information, see:

[Compliance with Travel Standards](#)  
[Conduct and Expectations](#)

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## Keeping the Aircraft Clean (AAI10365)

### American Airlines

Before deplaning, pick up after yourself and the immediate area around you. Give your newspapers and service items to the Flight Attendants prior to landing, or take them with you. This will provide more time for our flight and ground crews to focus on other cleaning items within the cabin to ensure we have the best product for our customers.

For more information, see:

[Compliance with Travel Standards](#)  
[Dress Code while Traveling](#)

### TWA

Before deplaning, pick up after yourself and the immediate area around you. Give your newspapers and service items to the Flight Attendants prior to landing, or take them with you. This will provide more time for our flight and ground crews to focus on other cleaning items within the cabin to ensure we have the best product for our customers.

For more information, see:

[Compliance with Travel Standards](#)  
[Dress Code while Traveling](#)

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## Violation of Travel Privileges (AAI10367)

### American Airlines

Remember that you are responsible for misuse of travel privileges by your guests using a pass, even if you are not with them on the trip. Dishonesty of any kind may result in termination of employment and may also include penalties such as repayment for unauthorized transportation, as well as criminal prosecution. Abuse of travel privileges by you, your family members, or other travel guests will result in corrective action which may include loss of travel privileges, legal action (including criminal prosecution), and/or dismissal from the Company.

Following are some examples of abuse and apply while traveling on AA/American Eagle, or Other Airlines (OAL):

- Argumentative or disruptive behavior towards ground personnel, flight crews, or other passengers.
- Exceeding the [D1 annual allowance](#).
- Exceeding 24 one-way trips from your [pass bank](#) or exceeding use of OAL pass allowance.
- Failure to comply with the travel [policies](#) or [procedures](#) specified in TRIP Book or other Company publications.
- Selling, purchasing, donating, trading, or exchanging passes or [reduced rate](#) tickets.
- Willful misrepresentation in order to obtain or use travel privileges.
- Alteration or misuse of tickets or authorizations.
- Misuse or misconduct while using travel privileges.
- Failure to promptly report the loss of transportation forms, tickets, and travel cards.
- Issuance of travel to an ineligible person such as another employee who is out on Sick Leave of Absence (SKLOA) or suspension.
- Use of passes or [reduced rate](#) tickets or discounts for business purposes other than AMR business.
- Any action that is detrimental to the interests of the Company, AMR Corporation, or the industry.
- Accrual of AAdvantage miles or any OAL frequent flyer mileage on AA/American Eagle, or OAL.
- If you and your travelers do not intend to travel on a specific flight, you may not check in for that flight in order to be rolled to a later flight for the purpose of obtaining an earlier [check-in](#) time.
- Failure to pay any company debt. This includes, but is not limited to NRSA, salary overpayments, and non-payment of benefits. Required payment will include any associated administrative fees and waiting periods may also apply.

## Penalty For Violations

We know that the majority of employees abide by the rules regarding travel privileges. However, it is important for us to explain what will happen to those few employees or guests when they do not follow these policies. Misconduct, such as interfering with flight crew members, abuse of Company personnel, misuse of the Registered Companion Program, misuse of interline discount privileges etc., will result in the suspension or permanent revocation of travel privileges, or possibly, termination of employment. Your case will be referred to the Pass Abuse Committee. You will be notified in writing of any action to be taken regarding violations.

**Failure to adhere to the rules of the employee travel program may result in a violation of Rule 37, which states:**

**Abuse of travel privileges will be grounds for dismissal.**

### Excess Use of D1 Pass

Tracking your [D1 passes](#) is your responsibility and the Travel History information in Jetnet will log your usage. However, effective January 1, 2007 if you or your registered travelers go over the D1 allotment, D1 travel privileges for you and your registered

travelers will automatically shut-off. This new automatic shut-off allows all employees to have the same advantages of higher boarding priority. Exceeding your allotment may also result in a reduction of D1 passes for all eligible travelers the following calendar year and/or possible suspension or revocation of your travel privileges.

If you exceed your D1 allotment, your case will be referred to the Pass Abuse Committee. You will be notified in writing of any action to be taken regarding your overage.

## Excess Use of Pass Bank

Once the final one-way pass has been completed, pass travel for your [D3](#) guests and [parents](#) will be deactivated for the remainder of the current calendar year. Your [Registered Companion \(RC\)](#) will remain active to allow for the annual four one-way D1 passes, but no additional [D2 passes](#) are allowed. If you should exceed the annual 24 one-way allotment with RC travel, or while your passbank remains open to allow for the completion of the final one-way, your passbank for the following year will be reduced by the number of passes exceeded in the previous year.

### **Excess use determined to be flagrant may be grounds for dismissal.**

Potential action for eligible travelers includes and is not limited to the following:

- Loss of D1 travel privileges
- Reduction of D1 travel privileges
- Travel suspension

For more information, see:

[Compliance with Travel Standards](#)

[Conflict of Interest](#)

[Dress Code while Traveling](#)

[Keeping the Aircraft Clean](#)

## TWA

Remember that you are responsible for misuse of travel privileges by your [eligible family members](#) using a pass, even if you are not with them on the trip. Dishonesty of any kind may result in penalties such as repayment for unauthorized transportation, as well as criminal prosecution. Abuse of travel privileges by you or your family members may result in permanent loss of travel privileges and/or legal action (including criminal prosecution).

Following are some examples of abuse and apply while traveling on AA/American Eagle:

- Argumentative or disruptive behavior towards ground personnel, flight crews, or other passengers.
- Failure to comply with the [travel policies](#) or procedures specified in TRIP Book or other Company publications.
- Selling, purchasing, donating, trading, or exchanging passes or [reduced rate](#) tickets.
- Willful misrepresentation in order to obtain or use travel privileges.
- Alteration or misuse of tickets or authorizations.
- Misuse or misconduct while using travel privileges.
- Failure to promptly report the loss of transportation forms or tickets.
- Issuance of travel to an ineligible person such as another employee who is out on Sick Leave of Absence (SKLOA) or suspension.
- Use of passes or [reduced rate](#) tickets or discounts for business purposes other than AMR business.
- Any action that is detrimental to the interests of the Company, AMR Corporation, or the industry.
- Accrual of AA advantage miles or any Other Airline (OAL) Frequent Flyer mileage while using [travel passes](#).
- If you and your travelers do not intend to travel on a specific flight, you may not check in for that flight in order to be rolled to a later flight for the purpose of obtaining an earlier check-in time.
- Failure to pay any company debt. This includes, but is not limited to NRSA, salary overpayments, and non-payment of benefits. Required payment will include any associated administrative fees and waiting periods may also apply.

## Repayment

You will be charged a penalty for the use of unauthorized transportation, including issuance of travel to ineligible persons. If confirmed space transportation is provided, you may be charged the cost of a full-fare coach ticket.

For more information, see:

[Compliance with Travel Standards](#)

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The following information is available for Corporate (Business) Travel Policy

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[Appropriate Use of Business Travel](#)

[Business Travel Booking Procedures](#)

[Business Travel Check-In Procedures](#)

[Business Travel Exceptions](#)

[Business Travel for Contractors and Consultants](#)

[Business Travel for New or Rehire Employees and Applicants](#)

[Business Travel for Spouse or Domestic Partner](#)

[Business Travel on Other Airlines](#)

[Combining Business and Personal Travel](#)

[Delayed or Canceled Flights](#)

[International Business Travel](#)

[Other Airline Employee Travel on American Airlines or American Eagle](#)

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» [TRIP Book](#) » [Travel Policies](#) » [Corporate \(Business\) Travel Policy](#) » Overview of Business Travel

## Overview of Business Travel (AAI10321)

### American Airlines

We have established guidelines for [business travel](#) that we feel balance the needs of our customers, yet still provide our employees the ability to plan ahead for business trips.

When traveling for Company business reasons, the policies and procedures are quite different than those used for personal travel.

### What if My Plans Change?

Company business travel takes away a confirmed seat that could otherwise be sold. If your travel plans change, cancel your reservation as soon as possible so we can try and sell that seat.

For more information, see:

[Appropriate Use of Business Travel](#)

[Business Travel Booking Procedures](#)

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## Appropriate Use of Business Travel (AAI10324)

### American Airlines

While it is tempting to think that it is easy for us to travel because we are an airline, remember that it costs money whenever someone flies for business purposes because we could potentially sell that seat. The heavier the flight-loads, the higher the number of revenue tickets we will displace. Before planning your trip, first ask yourself if the trip is really necessary.

#### While we cannot cover every situation where business travel is appropriate, some general guidelines are:

- Travel to represent the Company in meetings with customers, vendors, etc.;
- traveling to and from required training or meetings;
- attending hearings/grievances/negotiations as designated representatives of a bargaining unit;
- relocating to another location;
- interviewing for another job within the Company; and
- traveling back to your station when recalled from layoff.

#### Some examples of when business classification travel would not be appropriate are:

- Commuting between a former city and new city of residence;
- traveling to work if you are an intermittent telecommuter;
- participating in employee sponsored events such as retirement parties, vendor sponsored functions, softball, golf tournaments, basketball, employee clubs, etc.; and
- employee recognition or job performance.

For more information, see:

- [Overview of Business Travel](#)
- [Business Travel Booking Procedures](#)

Return to [previous page](#).

## Business Travel Booking Procedures (AAI10473)

### American Airlines

### How do I make a Reservation for Business Travel?

Employees that can self-authorize [business travel](#) can use Jetnet's [Non-Rev Travel Planner](#) or [1-888-WE-FLY-AA](#) to book Company business travel reservations and pre-reserve seats.

Sabre can also be used to book business travel although the format is slightly different than [flight listing](#) for personal travel.

You may [book](#) a confirmed seat in [coach](#) for [business travel](#) in "E" inventory up to 13 days prior to departure. The booking date is based upon a rolling clock. For example, suppose you need to travel at 2P on February 14, 2008. "E" inventory cannot be viewed or booked until after 2P on February 1 (13 days earlier). Flights beyond the 13 day rolling clock window will not be displayed.

In some cases, "E" inventory may not be available because we anticipate the flight will operate at full capacity with revenue travelers. While the flight appears to have empty seats, understand the Pricing and Yield Management (PYM) department has predicted it is likely the flight will sell seats at the last minute, based on past history. As the flight nears departure, the Revenue

Management department may make additional "E" seats available if the flight does not sell as predicted. It is important to check the flight everyday for availability.

Once you have a confirmed coach seat, you may request an upgrade at the time of [check-in](#). You will be placed on the Priority List in order of pass classification: A1, A3, A10, A11, etc., and accommodated in the premium cabins after all revenue passenger requests have been accommodated.

## What if E Inventory is not Available?

There may be times when you are unable to confirm an E inventory seat on your desired flight. Overbooking of "E" inventory is permitted with department officer (level 9+) approval only. **Do not call** Revenue Management to have the flight overbooked. Here are some suggested alternatives:

Flight list for your desired flight in E class, using the MM action code (unconfirmed flight list). Note you will not be able to [check-in](#) at the self-service machines if you do not have a confirmed reservation. Make sure you let the agent know at check-in you are traveling on business without a confirmed reservation and you will be placed on the [Priority List](#) as a DRX (the same classification non-top tier revenue passengers).

Confirm a reservation on a later alternate flight and stand by at a DRX classification for your desired flight. Make sure you let the agent know your confirmed flight number so it can be canceled if you make the earlier flight. If you are not accommodated on the standby flight, your confirmed reservation will still be intact.

Explore connecting flight alternatives. For example, if the DFW-ORD non-stop flight is full, check the flights from DFW-STL-ORD for availability.

Effective 5/20/08, employee travel requests will no longer be processed by QMAX(QP/YMK63/11). Sabre now reflects true E inventory allotment.

## Sabre Booking Procedures

1. Sell flight segments in E inventory with action code **NN** to confirm space.
  - Example- 02431E12APRORDLGANN1
  - **Note:** *If E inventory is not available, use action code MM to meal list the segment.* Example: 02431E12APRORDLGAMM1. Your seat will **not** be confirmed, and you will be boarded at priority code DRX with other standby revenue passengers, but before non-revenue passengers. **Do not overbook E inventory for any reason.**
2. Display your traveler list using your employee number:
  - Example - **E\*#123456**  
AA00123456 CHANG,MARY TKTG-ELECTRONIC AMR EMPLOYEE DOM COACH FEE WAIVED /5YR/  
BUS-A12 A9-Y CO SEN DATE-06/16/1987  
TVLR NAME PERS AA20 OAL JUMPSEAT  
1 CHANG/MARY D2,D1 Y Y CJ  
2 SMITH/WILLIAM D2P,D2 Y Y  
3 SMITH/SUZANNE D2P,D2 Y Y  
4 OLEARY/BRENDAN D3 N N
3. Select the name by traveler number. The employee is always traveler #1.
  - Example - **E\*#-1**
4. If traveling A12, a Manager will need to enter their authorizing employee number and last name (otherwise, skip this step).
  - Example - **4AUTH/654321/SMITH**
5. Enter travel classification and the desired cabin. Reservations are made in the [coach cabin](#) but you may standby for a premium cabin. You may only use the classification which your job allows.
  - Example - **7PS-A12F**
6. Enter a **9** plus your contact phone number.
  - Example - 9817-931-1500
7. Enter the name of the person making the reservation.
  - Example - **6MARY JOHNSON**
8. End the reservation.
  - Example - **ET**

**Note:** Pre-reserved seats may be released 30 minutes to departure to accommodate other confirmed passengers. Confirmed reservations may be canceled 15 minutes prior to departure to accommodate [standby](#) passengers. Be sure to check in early for your flight. As a reminder, you may check in as early as 24 hours prior to departure time. As always, you can stand by for business travel. Follow TRIP Book's procedures for booking standby travel.

For more information, see: [Appropriate Use of Business Travel](#)

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## Business Travel Check-In Procedures (AAI10469)

### American Airlines

[Check in](#) as early as possible. Pre-reserved seats may be released 30 minutes to departure to accommodate other confirmed passengers, and confirmed reservations may be canceled 15 minutes prior to departure to accommodate [standby](#) passengers. You can obtain a boarding pass by using [Jetnet Check-In](#) up to 24 hours prior to departure or you can use the [Self Service Check-In](#) when you get to the airport.

If you check in on time and cannot be issued a boarding pass, you will be placed on the Priority List as an oversale, just like our revenue passengers.

If the flight is oversold, agents may ask for volunteers. If your travel plans are flexible, think about volunteering to give up your seat - you will be confirmed on the next available flight. It will help the agent with their job but more importantly, it will give our customers what they value.

If the agent is unable to get enough volunteers, you may be involuntarily denied boarding just like our revenue passengers, but you will be confirmed on the next available flight. Denied boarding compensation does not apply.

For more information, see:

[Appropriate Use of Business Travel](#)  
[Business Travel Booking Procedures](#)

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## Business Travel Exceptions (AAI10852)

### American Airlines

#### As a Manager

The introduction of confirmed business travel made traveling to and from meetings much less strenuous. For some, those challenging days seem to be returning due to record load factors.

So what happens when the current process does not achieve the desired results? Situations will arise when E inventory is not available and there will be times when an employee needs to be on a specific flight. A process has been established to assist with these situations.

Manager steps for making business travel exceptions:

Follow the [travel guidelines](#) available in TRIP book;  
use the [checklist](#) to decide if it is necessary for travel to take place; and

After all options have been exhausted, e-mail an exception request to the department Vice President (level 9+). The e-mail should include:

- the reason for the travel;
- whether there is any flexibility to the dates;
- the benefit/risk to the Company if the travel does not occur; and
- the PNR with the desired flight segments.

Once the VP agrees the exception should be made, he or she will forward the request to the Sr. Travel Analyst and he will work with Revenue Management to reasonably meet the business need at the least cost to AA. The analyst will also work with requests for larger group travel needs such as a regional sales meeting or General Manager (GM) meeting.

Exceptions to the guidelines are generally expensive and deciding which situations warrant an approval can be complex. That is why we are asking that exceptions be routed through each departmental VP first, to ensure that the need is of a high enough magnitude to potentially warrant an exception.

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## Business Travel for Contractors and Consultants (AAI10340)

### American Airlines

Contractors and consultants must always travel on [Travel Authorization Certificate \(TAC\)](#) tickets, this includes former employees/retirees that are conducting special assignments with the Company. Or, the contractor, consultant, and former employee/retiree may purchase a ticket and request refund from the appropriate department. As a Manager, if an exception is necessary, it will require approval from the Managing Director, HR Delivery.

Form 426 and [Interline Pass Authorization System \(IPAS\)](#) may **not** be used to authorize travel by contractors, consultants, or vendors traveling on behalf of AA/American Eagle. IPAS may only be used to authorize legitimate [business travel for employees of Other Airlines \(OAL\)](#). See the [Ticketing](#) section for more information on obtaining TAC tickets.

For more information, see: [Appropriate Use of Business Travel](#)

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## Business Travel for New or Rehire Employees and Applicants (AAI10342)

### American Airlines

[Business travel](#) on AA/American Eagle using A1D, A3D, A10, A11, and A12 classifications requires using the employee's traveler list in Sabre (E\*#employee number). Business travel, including travel to/from training or work locations, cannot be authorized using Form 543 or ticketed using Form 426. Airport Agents will not accept these forms or tickets.

Job applicants continue to travel using Interline Pass Authorization System (IPAS) tickets at A12I (management) or C1I (non-management) pass classifications. See [N\\*IPAS](#) and [N\\*TVLAUT](#) for more information. Individuals who have been selected for hire but need to travel to clear medical should be authorized using the [New Hire/Rehire Business Travel Request Form](#).

New hires and employees returning from furlough or Leave of Absence (LOA) will not be authorized for business travel until their second day of work, and only after their PTR has been processed in SHARP. Any business travel before the employee's travel profile is activated must be authorized and ticketed using the following procedures, which will create an A12H IPAS authorization. *Form 426 will not be accepted for business travel.*

Step One - The Hiring Manager or administrative Support Staff must first create the new hire's PNR with the following elements:

Name of employee/traveler

Itinerary, confirmed in E inventory. If E inventory is not available, long sell a meal listing in E inventory using action code MM.

Hiring Manager's authorization using 4AUTH/nnnnnn/xxxxxx

- nnnnnn = Manager's employee number
- xxxxxx = Manager's last name
- **Note:** *The last name must be spelled exactly as shown in the Manager's own travel profile (E\*#nnnnnn).*

Ticketing/Time Limit field, using priority code A12H and the desired cabin:

- 7PS-A12HY, if coach class is desired or flight only has one (1) cabin
- 7PS-A12HJ, if business class is desired and flight has a business class cabin
- 7PS-A12HF, if first class is desired and flight has a first class cabin

Manager's phone number (for example, 9817-555-1212)

Teletype address, if known and if Manager desires confirmation via AMS message (for example, 9PDXKAA)

Step Two - Use the [New Hire/Rehire Business Travel Request Form](#) to submit your request (available on the intranet only). If your new hire does not have an employee number at the time of the travel request, input 000000 in the employee number field. You will need to enter the PNR locator and exact routing, including any connections. Requests are processed by HDQ on weekdays between 7:30 A.M.-4:30 P.M. central time, excluding Company holidays. You should submit your request at least two (2) business days prior to travel.

Step Three - The PNR created in Step 1 will be updated with the IPAS ticketing authorization number and ATO ticketing instructions. If an AMS address was provided in the PNR, the authorized PNR will be sent to the Manager via teletype. If these steps are not properly followed, the PNR will be updated with remarks only. This will be the only communication of the authorization.

Step Four - It is the Manager's responsibility to verify that the authorization is complete by checking the PNR and/or teletype printer. When complete, the Hiring Manager or new hire can have the ticket printed at any ticket counter if they have their flight number or PNR locator.

If you have submitted a request using these procedures and have questions, contact [HR Services](#).

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## Business Travel for Spouse or Domestic Partner (AAI10338)

### American Airlines

In certain unique situations, Company business travel passes may be approved by a Managing Director for an employee's [spouse](#) or Company-recognized [Domestic Partner \(DP\)](#) to attend a Company function in which the spouse or DP has been invited to participate, and where the Company has agreed to pay for the spouse or DP's expenses. Company [business travel](#) is not authorized for [Registered Companions \(RCs\)](#).

For more information, see:

[Appropriate Use of Business Travel](#)

[Combining Business and Personal Travel](#)

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## Business Travel on Other Airlines (AAI10364)

### American Airlines

American has negotiated reciprocal reduced rate agreements with Other Airlines (OAL) for Company [business travel](#). These agreements permit the employees of each of the parties to travel on flights operated by OAL at discounted rates, generally at discounts of 50% (ID50) or 75% (ID75) of the transporting airline's unrestricted published fares.

ID50 tickets are [positive space](#) and allow the employee to book space through Sabre, usually in any cabin. ID75 tickets are [space available](#) and also usually permit travel in any cabin. These discounts can be applied when travel is for the sole purpose of [conducting business](#) for American or American Eagle. **Note:** ID90, [Zonal Employee Discount \(ZED\)](#), and similar passes are for personal travel only and may not be used for travel to conduct business on behalf of AA/American Eagle or another third party business.

Each airline establishes its own dress code standards and regulations for employee travel. Employees on Company business are expected to wear suitable business attire and conduct themselves in a professional manner, representative of American. Employees should refer to the individual airline Sabre Star record (N\*TVLXX where XX represents the two letter airline code of the carrier) for information specific to the intended airline. As a general guideline, American's [Dress Code Policy](#) should be used (unless stated otherwise in the carrier's individual Sabre Star), see [N\\*TVLDRESS](#).

Employees on [reduced rate](#) Company business travel are not entitled to denied boarding compensation or any other amenities provided to revenue paying passengers (for example, accrual of frequent flyer points, access to club lounges, pre-reserved seating, special meals). Abuse of reduced rate travel privileges will result in a loss of travel privileges, a financial penalty and/or possible termination of employment. See [conduct and expectations](#) for additional information on employee obligations.

See [Ticket Purchase for Travel on Other Airlines](#) and [Ticket Refunds for Travel on Other Airlines](#) for additional information about reduced rate tickets.

## Obtaining Passes for Business Travel On Other Airlines

The Interline Pass Authorization System ("IPAS") provides employees of American and American Eagle with the ability to request Company business pass travel on select OAL. The primary purpose of the exchange of Company business pass travel is to provide travel, under very specific conditions, on routes not served by the employing carrier. The exchange of passes between airlines is a **courtesy** between carriers, it is not a right. Each carrier may, at its discretion, deny requests and refer the traveler to the reduced rate agreement. To ensure a continued and balanced exchange of passes, employees must abide by the following guidelines when requesting Company business pass travel on OAL:

Employees must not request a pass from another airline if American or American Eagle provide reasonably comparable service. Reasonably comparable service exists if Sabre has a fare for American and/or American Eagle (sample Sabre entry: FSLAXIAH15JUL). Employees should also not request a pass from another airline if:

- American offers connecting service. This situation also applies to international itineraries. We urge our customers to fly American on connecting service and expect our employees to do likewise.
- American offers service to an alternate airport in the same metropolitan area (for example, New York's Kennedy and LaGuardia airports).
- On international journeys, American can be used for the over water portion (example: Chicago-Copenhagen, American should be used to the most practical European gateway, such as Frankfurt, Zurich, or London).

There are two (2) exceptions - If American's flights show zero (0) inventory in all booking classes, or if using another airline would prevent an unnecessary overnight on an international itinerary.

Employees must not request "back-up" passes from OAL for Company business travel. ID tickets may be purchased for back-up needs.

Reciprocity is the basis for our exchange of interline passes. For every ticket we request, we are obligated to provide a ticket.

Employees must not request multiple passes on the same airline or routing that would be used on consecutive days to enable the traveler to return home each night, thus avoiding hotel expenses in the destination city.

Employees may not use Company business passes on OAL to commute. Commuting is deemed to be personal travel.

Employees should not expect to receive or accept a better privilege on another carrier than what they receive for Company business travel on American/American Eagle.

Passes may only be requested from airlines with which American has a reciprocal arrangement. A list of these carriers can be found in Sabre Star [N\\*PASSOAL](#).

Additional information about the Interline Pass Authorization System ("IPAS") can be found in the [IPAS Manual](#) or Sabre Focus F\*TKT/IPAS. IPAS uses the same fill-in-the-blank mask concept that is used in other Sabre functions. The mask can be accessed by typing MISC7 in Sabre.

For more information, see:

[Appropriate Use of Business Travel](#)  
[Other Airline Employee Travel on American Airlines or American Eagle](#)

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## Combining Business and Personal Travel (AAI10333)

### American Airlines

You can use your business classification to travel to a city on a Company business trip up to seven (7) days before the business will be conducted and/or return from a business destination up to seven (7) days after the business assignment has been completed.

If you are on a personal trip at a city other than your base city and you must travel to another city for business, you may use [business travel](#) as long as the mileage is not greater than the trip from your base city to the city where your business will be conducted. Otherwise, personal travel applies.

If you are on a business trip at a city other than your base city and you want to go from there to a personal destination, personal travel applies. Side trips or stopovers are considered personal travel.

For more information, see:

[Appropriate Use of Business Travel](#)  
[Business Travel for Spouse or Domestic Partner](#)

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## Delayed or Canceled Flights (AAI10329)

### American Airlines

If your flight is delayed or canceled, the agent will rebook you on the next available American Airlines or American Eagle flight to your final destination.

For more information, see:

[Appropriate Use of Business Travel](#)  
[Business Travel Booking Procedures](#)  
[Business Travel on Other Airlines](#)

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## International Business Travel (AAI10330)

## American Airlines

To ensure a smooth trip, make sure you have the [appropriate documentation](#) (i.e. passport, visa, etc.) to enter, return, connect, or travel through another country. You should also observe warnings posted on the U.S. State Department's travel warnings Web site, [Government Travel Warnings](#).

You must carry a printed copy of your itinerary, which includes intended return travel ([flight listed](#) if not able to confirm), when entering other countries. See the [International Travel](#) section for more details.

For more information, see:

[Appropriate Use of Business Travel](#)  
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## Other Airline Employee Travel on American Airlines or American Eagle (AAI10462)

### American Airlines

#### Personal and Business Travel by Employees of Other Airlines

American's [reduced rate](#) agreements are reciprocal, therefore, the basic conditions (i.e., eligibility, allotment, fare, restrictions, etc.) applicable for travel by American and American Eagle employees on the Other Airline(OAL) also apply for travel by employees of the OAL on American and American Eagle.

#### Business Pass Travel by Employees of Other Airlines

The Interline Pass Authorization System (IPAS) provides an automated authorization and issuance of pass transportation for employees of OAL on flights operated by American and American Eagle. Travel on IPAS is intended for legitimate [business travel](#) only. Personal travel should be ticketed by the traveler's employing carrier on their own ticket stock, using [Industry Discount \(ID\)](#) / [Zonal Employee Discount \(ZED\)](#) agreements.

American/American Eagle employees with an IPAS authorization keyword in their EPR may authorize Company business travel to employees of airlines with which American has a pass exchange program. These are listed in Sabre Star Record [N\\*PASSOAL](#).

[Space available](#) priority code D4I (or as otherwise indicated in Sabre Star Record N\*PASSOAL) must be authorized for routine Company business. Priority A13I may only be authorized for use when the OAL employee is traveling to meet with American or American Eagle.

Requests for travel under conditions not outlined in Sabre Star Record N\*PASSOAL, or for travel by senior executives of the OAL, should be directed to the [Interline Pass Bureau](#) at HDQSIAA or via Outlook at "[Travel, Interline](#)" for exception authorization.

For more information, see:

[Appropriate Use of Business Travel](#)  
[Business Travel on Other Airlines](#)

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## Discounted Confirmed Travel (AA20) (AAI10440)

### American Airlines

Topics on this page:

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[Purchase of AA20 Tickets](#)

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[Restrictions on AA20 Tickets](#)

### Overview

American Airlines offers its employees a 20% discount off of any published fare, called an **AA20** (formerly referred to as ID20), for **positive space** revenue travel on American Airlines and American Eagle. When you receive your travel privileges, you, your **spouse** or Company-recognized **Domestic Partner (DP)**, your **dependent children** and your (employee's) **parents** will be eligible to receive an unlimited number of AA20 tickets.

**Registered Companions (RCs)** are not eligible for AA20 travel. If a parent is also your RC, he or she must be registered a second time as a parent in order to be eligible for AA20 tickets. Check the [eligibility charts](#) for complete information. In all cases, the traveler must be **registered** before an AA20 ticket will be issued, even if he or she will not be using non-revenue **D2** privileges.

When you use an AA20, a confirmed reservation is made for you, and you are treated as a revenue passenger. This means that you are subject to all requirements and **restrictions** applicable to the fare purchased, including change fees and excess baggage charges. You are also eligible for all services and amenities provided to revenue passengers. The pass traveler **dress code** does not apply to AA20 travel. **Appropriate charges** will be assessed for upgrades requested on AA20 travel and will be handled the same as revenue customers using upgrade certificates.

Most of our published fares allow for AA20 discounts but exceptions can occur from time to time. You can check SABRE Star record [N\\*TVLAA](#) for any exceptions.

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### Purchase of AA20 Tickets

You may purchase **AA20** tickets for **eligible family members** using any form of payment acceptable for purchasing revenue tickets. To purchase AA20 tickets call **1-888-WE-FLY-AA** and select **option 3**. Just tell the Reservations Representative that you are an AA employee and would like to purchase an AA20 ticket with your credit card. If the PNR qualifies, an electronic ticket will be issued and the itinerary and receipt will be sent. If a paper ticket must be issued, the ticket must be picked up at an Airport Ticket Office (ATO). Allow up to eight (8) calendar days for your itinerary and receipt to arrive by mail.

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### Refunds on Revenue Tickets

If you buy a refundable revenue ticket from AA or American Eagle and do not use it, you should take your unused coupons to any AA/American Eagle ticket counter. Some partially used or international tickets may have to be forwarded by the agent to **Passenger Refunds**. In these cases, allow four (4) to six (6) weeks for your refund to be processed.

In the event of a personal emergency as explained in the **Personal Emergency Travel** section it is not necessary to purchase revenue tickets. If you have a family emergency and need to travel A9 status after hours, active employees may call the **1-888-WE-FLY-AA**. When calling, employees traveling on A9 status may select **option 1** to use the automated Tel-AA-Flight system. Use **option 2** to speak to an agent when A9 travel is needed for **eligible family members**. You must notify your Manager as soon as possible that Reservations has authorized A9 emergency travel for you and any eligible guests. You will need to provide your Manager with information on the nature of the emergency and why it was impossible to obtain the pass through normal channels.

Retirees should call **1-888-WE-FLY-AA**. Refunds will not be given if an employee purchases and uses a revenue ticket in a personal emergency situation. Refund requests must be made within one (1) year of the date the ticket was purchased.

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## Restrictions on AA20 Tickets

The [AA20](#) is for personal pleasure travel only. You may not use AA20 travel for any business related purpose. For example, if you run a side business for personal gain you may not use an AA20 in the course of running that business.

AA20 tickets may not be resold or transferred.

You need to decide whether to use an AA20 or your pass privileges in advance of your travel because once you purchase or reserve space for an AA20 ticket, you cannot use a [space available](#) pass on the same day between the same cities. This also applies to any other kind of ticket you may have purchased or reserved space, i.e. using AAdvantage miles, purchase full fare, etc. Even if you have changed your original reservation, you cannot use your [D2](#) privileges between the same cities on the days in which a reservation was held. However, you may standby as a revenue passenger for other flights using your AA20 ticket per the fare basis rules.

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## TWA

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## Overview

American Airlines offers a 20% discount, called an [AA20](#) (formerly referred to as ID20), for positive space revenue travel on American Airlines and American Eagle (not valid for flights operated by American Connection). You are eligible to receive an unlimited number of AA20 tickets.

When you use an AA20, a confirmed reservation is made for you and you are treated as a revenue passenger. This means that you are subject to all requirements and [restrictions](#) applicable to the fare purchased, including change fees and excess baggage charges. You are also eligible for all services and amenities provided to revenue passengers. The pass traveler [dress code](#) does not apply to AA20 travel. Appropriate charges will be assessed for upgrades requested on AA20 travel and will be handled the same as revenue customers using upgrade certificates.

Most of our published fares allow for AA20 discounts but exceptions can occur from time to time. Web fares, including AA.com discounts, do not apply.

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## Purchase of AA20 Tickets

You may purchase [AA20](#) tickets for [eligible family members](#) using any form of payment acceptable for purchasing revenue tickets. To purchase AA20 tickets, call [1-888-WE-FLY-AA](#) and select option 3. Tell the Reservations Representative that you are a TWA retiree and would like to purchase an AA20 ticket with your credit card. If you qualify, an electronic ticket will be issued and the itinerary and receipt will be sent. If a paper ticket must be issued, the ticket must be picked up at a ticket counter. Allow up to eight (8) calendar days for your itinerary and receipt to arrive by mail.

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## Refunds on Revenue Tickets

If you buy a refundable revenue ticket from AA or American Eagle and do not use it, you should take your unused coupons to any AA/American Eagle ticket counter. Some partially used or international tickets may have to be forwarded by the agent to [Passenger Refunds](#). In these cases, allow 4-6 weeks for your refund to be processed.

Refund requests must be made within one (1) year of the date the ticket was purchased.

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## Restrictions on AA20 Tickets

The **AA20** is for personal pleasure travel only. You may not use AA20 travel for any business related purpose. For example, if you run a side business for personal gain you may not use an AA20 in the course of running that business.

AA20 tickets may not be resold or transferred.

You need to decide whether to use an AA20 or your pass privileges in advance of your travel because once you purchase or reserve space for an AA20 ticket, you cannot use a **space available** pass on the same day between the same cities. This also applies to any other kind of ticket you may have purchased or reserved space, i.e. using AAdvantage miles, purchase full fare, etc. Even if you have changed your original reservation, you cannot use your **D2** privileges between the same cities on the days in which a reservation was held. However, you may standby as a revenue passenger for other flights using your AA20 ticket per the fare basis rules.

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## Guest Travel Policy (AAI10493)

### American Airlines

## Things You Need To Know About Guest Travel

### Important Information for Guest Travelers on American Airlines and American Eagle

As a guest traveler, you need to know American Airlines' **policies** regarding our Employee Travel Program prior to your travel. This will help make your trip more pleasant and speed the **check-in process** along.

Our employees are responsible for their travel privileges even when not traveling with their guest travelers. Proper behavior and correct use of travel privileges make for an enjoyable trip.

Ensure you are dressed appropriately as required by AA's dress code.

Understand this is for STANDBY travel only for personal pleasure trips and cannot be transferred or sold to anyone. It is against our company policy to hold a confirmed reservation when attempting to utilize company non-revenue pass privileges.

Ensure you have been **flight listed** for your trip at least 72 hours prior to departure. Your sponsoring employee is responsible for checking flight availability and creating your flight listing. You may obtain gate and time information on the internet at [www.aa.com](http://www.aa.com) or by calling 800-223-5436.

Check-in using a major credit card at **Self-Service Check-In** machines where available; otherwise you may check-in with an agent. If you are checking in with an agent, identify yourself as a non-revenue traveler.

Travelers should limit checked and carry-on baggage to the number and size allowed for revenue customers. You may have one (1) carry-on item, one (1) personal item and check two (2) bags free of charge per person on all domestic flights. Personal items include purse, briefcase, laptop, small backpack, or other similar items. Strollers and car seats are exempt from excess baggage fees and do not count toward your allowable total. For details regarding overweight and excess baggage, please discuss with your travel sponsor prior to travel. Information can be located in the Travel Rules, Information, and Privileges (TRIP) book online.

Be courteous to airline personnel and follow instructions of the agents and crewmembers.

Always have your proper identification and other required documents such as passports and visas for international travel ready and available for the agent.

There are some items that airlines consider hazardous and are prohibited from transport. Please refer to [www.aa.com](http://www.aa.com) or [Safetravel.dot.gov](http://Safetravel.dot.gov) for more information.

Once checked in and placed on the priority list you will receive a Priority Verification Card to enter through the security checkpoint.

Upon reaching the departure area for your flight, please take a seat and wait for your name to be called by the gate agent. If time permits, you are welcome to use the Non-Revenue Lounges where available, however the Admirals Clubs are only available for our revenue customers. Please do not attempt to use company phones or computers.

When you are accommodated for a flight, we ask that you board the aircraft when directed.

Once onboard, please place your personal item underneath your assigned seat to assist with luggage space. We ask that remain in your assigned seat during the flight. Non-revenue customers are not to ask for special services or considerations such as special meals or complimentary products such as alcoholic drinks, buy-on-board products, or headsets from ground or in-flight personnel except for medical aid that may be required in flight.

If you decide to drink, drink responsibly.

## Important Reminders

Flights may fill up quickly. Please remember that revenue customers and higher priority employees or other non-revenue travelers will be boarded before you.

[Embargoes](#) and operational restrictions may limit or eliminate accommodation of standby customers.

**D3** Guests are not allowed to [travel with pets](#), whether checked as luggage or carried in the cabin, unless the pet is a service animal (i.e. seeing or hearing assist).

D3 Guests may not travel on any flight operated by American Connection carriers.

## Help Keep Our Aircraft Clean

Before deplaning, please pick up after yourself and the immediate area around you. Give your newspapers and service items to the flight attendants prior to landing, or take them with you. This will provide more time for our flights and ground crews to focus on other cleaning items within the cabin to ensure we have the best product for our customers.

## Children in First and Business Class

On three class service flights, children 7 and younger may be accommodated in the coach cabin only; on two class service flights, children 5 and younger may be accommodated in coach only.

For more information, see:

[Domestic and International Travel Flight Priority List](#)

[Dress Code while Traveling](#)

[Infants and Children](#)

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## Hazardous Materials and Dangerous Goods (AAI10358)

### American Airlines

Many common items used everyday in the home or workplace may seem harmless, however when transported by air, they can be very dangerous. In flight, variations in temperature and pressure can cause items to leak, generate toxic fumes, or start a fire.

Many everyday materials, pressurized gases, corrosive substances, and other potentially harmful items are classified as "dangerous goods". Dangerous goods are substances that pose a significant risk to health, safety, or property when transported by air. Both the Federal Aviation Administration (FAA) and TSA have implemented regulations that prohibit these items on our aircraft.

**If you attempt to carry on or check** dangerous goods, other than those indicated as allowed, you could lose your travel privileges, your job, and/or be prosecuted by the federal government. Civil and criminal penalties include a maximum of five (5) years imprisonment and a fine of \$250,000 or more. Attempting to ship undeclared dangerous goods via cargo may result in the same penalties.

**Do not attempt to carry items such as: fireworks, car batteries, used chainsaws or generators, large amounts of acetone (fingernail polish remover), household cleaners (oven cleaner, aerosol disinfectants, aerosol laundry starch, insecticides, and drain cleaners), self-inflating life rafts, paints, varnishes, CO2 cartridges for paintball guns or bike tire inflation, camp stove fuel (propane, butane, 'white-gas', gasoline, lighters, lighter refills), lighter fluids, or fire extinguishers.**

Employee travelers and their guests may not carry firearms into the cabin on a flight under any circumstance.

These rules apply to you regardless of the [pass classification](#) you are traveling on and also apply to any guests traveling on your passes. It is the employee's responsibility to ensure that all persons using passes are aware of and adhere to the [conduct](#), [dress code](#), dangerous goods restrictions, and other requirements of pass travel.

As a general rule, dangerous goods are not acceptable in checked or carry-on baggage. However, there are some items that are permitted if strict guidelines are followed. Passengers and crewmembers are allowed to transport:

Non-radioactive medicinal and toiletry articles for personal use (items such as hairspray, spray deodorant, perfumes, colognes, etc) These items may be aerosol or non-aerosol.

You are allowed to carry a total (per passenger) of two (2) kilograms (70 ounces) of solids and two (2) liters (68 fluid ounces) of liquids. No single container can have more than 0.5 kilograms (18 ounces) of solids or 470 milliliters (16 fluid ounces) of liquids.

Small arms ammunition - Up to five (5) kilograms (11 pounds) of ammunition properly packaged in checked baggage only. No ammunition is allowed in carry-on baggage.

The ammunition must be securely packaged in a box or case specifically designed to carry ammunition.

Strike-anywhere matches are not allowed on American Airlines or American Eagle at any time.

Alcoholic beverages in retail packages checked as baggage or carried on board are not restricted providing:

- the receptacle does not exceed five (5) liters;
- the alcohol does not exceed 70% by volume (140 proof).

Alcoholic beverages may be dutied or taxed by a government. Customs regulations by country may limit the amount of alcohol that may be carried.

#### Dry Ice Limitations

Up to 2.5 kilograms (5.5 pounds) of dry ice in your carry-on baggage or checked baggage. The dry ice must be declared and the box must be marked and labeled correctly. (See F\*BAG/DRYICE for more details.)

Carbon dioxide cylinders - May be carried when they are for use in:

- mechanical prosthetic limbs; or
- while contained in a personal life-vest (limit two (2) per vest and two (2) spares).

Battery-operated mobility devices - They must be properly declared and prepared for transport.

Hair curlers or curling iron containing hydrocarbon gas - No more than one (1) set per passenger or crew member. The safety cover must be fitted over the heating element. Spare cartridges are not allowed.

One (1) small medical or clinical thermometer in a protective case.

There are other items commonly thought to be dangerous goods that are **not** restricted for carriage. Items such as personal-use alkaline batteries, gas shock absorbers (which the TSA usually confiscates), household air conditioning units, empty scuba tanks, etc. are allowed in passenger or crew baggage and are not classified as dangerous goods.

Motorized items that use a liquid fuel, like vehicles, tools, or lawn implements, (battery-powered or incorporating an internal combustion engine) are not allowed, unless the device is **new and in its original packaging**. Even if all visible fuel is drained from a used device, the item is restricted and cannot travel as baggage.

For more information, see Sabre Star Record [N\\*DG IN BAGGAGE](#) or Restricted Articles located on [AA.com](#).

[Embargoes](#) or restrictions on baggage applicable to revenue passengers will apply to pass travelers as well. See Sabre Star Record [N\\*EMBARGOES](#) and [N\\*BAG ITEMS](#) for additional information.

For more information, see:

## [Overview of Travel Policies](#)

[Infants and Children](#)

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## TWA

Many common items used everyday in the home or workplace may seem harmless, however when transported by air, they can be very dangerous. In flight, variations in temperature and pressure can cause items to leak, generate toxic fumes, or start a fire.

Many everyday materials, pressurized gases, corrosive substances, and other potentially harmful items are classified as "dangerous goods". Dangerous goods are substances that pose a significant risk to health, safety, or property when transported by air. Both the FAA and TSA have implemented regulations that prohibit these items on our aircraft.

**If you attempt to carry on or check dangerous goods**, other than those indicated as allowed you could lose your travel privileges, your job, and/or be prosecuted by the federal government. Civil and criminal penalties include a maximum of five (5) years imprisonment and a fine of \$250,000 or more. Attempting to ship undeclared dangerous goods via cargo may result in the same penalties.

**Do not attempt to carry items such as: fireworks, car batteries, used chainsaws or generators, large amounts of acetone (fingernail polish remover), household cleaners (oven cleaner, aerosol disinfectants, aerosol laundry starch, insecticides, and drain cleaners), self-inflating life rafts, paints, varnishes, CO2 cartridges for paintball guns/bike tire inflation, camp stove fuel (propane, butane, 'white-gas', gasoline, lighters, lighter refills), lighter fluids, or fire extinguishers.**

Employee travelers and their guests may not carry firearms into the cabin on a flight under any circumstance.

These rules apply to you regardless of the [pass classification](#) you are traveling on and also apply to any guests traveling on your passes. It is the retiree's responsibility to ensure that all persons using passes are aware of and adhere to the [conduct](#), [dress code](#), dangerous goods restrictions, and other requirements of pass travel.

As a general rule, dangerous goods are not acceptable in checked or carry-on baggage. However, there are some items that are permitted if strict guidelines are followed.

Passengers and crewmembers are allowed to transport:

Non-radioactive medicinal and toiletry articles for personal use (items such as hairspray, spray deodorant, perfumes, colognes, etc.) - These items may be aerosol or non-aerosol. You are allowed to carry a total (per passenger) of two (2) kilograms (70 ounces) of solids and two (2) liters (68 fluid ounces) of liquids. No single container can have more than 0.5 kilogram (18 ounces) of solids or 470 milliliters (16 fluid ounces) of liquids.

Small arms ammunition - Up to five (5) kilograms (11 pounds) of ammunition properly packaged in checked baggage only. No ammunition is allowed in carry-on baggage.

The ammunition must be securely packaged in a box or case specifically designed to carry ammunition.

Strike-anywhere matches are not allowed on American Airlines or American Eagle at any time.

Alcoholic beverages in retail packages checked as baggage or carried on board are not restricted providing:

- The receptacle does not exceed five (5) liters.
- The alcohol does not exceed 70% by volume (140 proof).

Alcoholic beverages may be dutied or taxed by a government. Customs regulations by country may limit the amount of alcohol that may be carried.

### Dry Ice Limitations

Up to a total of 2.5 kilograms (5.5 pounds) of dry ice in your carry-on baggage or checked baggage. The dry ice must be declared and the box must be marked and labeled correctly. (See F\*BAG/DRYICE for more details.)

Carbon dioxide cylinders - May be carried when they are for use in:

- mechanical prosthetic limbs; or
- while contained in a personal life-vest (limit two (2) per vest and two (2) spares).

Battery-operated mobility devices - They must be properly declared and prepared for transport.

Hair curlers/curling iron containing hydrocarbon gas - No more than one (1) set per passenger or crewmember. The safety cover must be fitted over the heating element. Spare cartridges are not allowed.

One (1) small medical or clinical thermometer in a protective case.

There are other items commonly thought to be dangerous goods that are **not** restricted for carriage. Items such as personal-use alkaline batteries, gas shock absorbers (which the TSA usually confiscates), household air conditioning units, empty scuba tanks, etc. are allowed in passenger or crew baggage and are not classified as dangerous goods.

Motorized items that use a liquid fuel, like vehicles, tools or lawn implements (battery-powered or incorporating an internal combustion engine) are not allowed, unless the device is **new and in its original packaging**. Even if all visible fuel is drained from a used device, the item is restricted and cannot travel as baggage.

For more information, see [N\\*DG IN BAGGAGE](#) or Restricted Articles located on [AA.com](#).

[Embargoes](#) or restrictions on baggage applicable to revenue passengers will apply to pass travelers as well. See Sabre Star Record [N\\*EMBARGOES](#) and [N\\*BAG ITEMS](#) for additional information.

For more information, see:

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## Class Of Service Accommodation (AAI10434)

### American Airlines

If your child does not meet the definition of a [dependent child](#), he or she may only travel in the [D3](#) pass classification.

### Class Of Service Accommodation

On flights offering three (3) classes of service (AFS/IFS), children eight (8) and older may be accommodated in any cabin. Children seven (7) and younger may be accommodated in [coach](#) only.

On flights offering two (2) classes of service, children six (6) and older may be accommodated in either cabin. Children five (5) and younger may be accommodated in coach only.

For more information, see:

[Ticketing and Service Charge Requirements  
Unaccompanied Children](#)

## TWA

If your child does not meet the definition of a [dependent child](#), he or she is not eligible to travel using your passes.

### Class Of Service Accommodation

On flights offering three (3) classes of service (AFS/IFS), children eight (8) and older may be accommodated in any cabin. Children seven (7) and younger may be accommodated in [coach](#) only.

On flights offering two (2) classes of service, children six (6) and older may be accommodated in either cabin. Children five (5) and younger may be accommodated in coach only.

For more information, see:

[Ticketing and Service Charge Requirements  
Unaccompanied Children](#)

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## Ticketing and Service Charge Requirements (AAI10436)

### American Airlines

**Children age two and above** - Children age two (2) and above are required to be registered travelers, use a pass, pay standard [service charges](#), and have a seat. They may not travel as a lap child.

**Children under two years old** - Children under two (2) years old are not required to be registered or flight listed for travel within or between the 50 U.S. states, U.S. territories, and possessions (for example, Puerto Rico, the U.S. Virgin Islands), or between the U.S. and Canada. Let the agent know at check in or at the gate if you are traveling with an infant. If you want your infant to occupy a seat, your child must be a registered traveler, and flight listed prior to arriving at the airport for check in. Standard service charges will apply when an infant is assigned a seat assignment.

If you travel to any destination outside the areas listed above, children under two (2) years old are required to be flight listed in the PNR; however, the Sabre format is different for infants not occupying a seat. Infants only need to be registered in Traveler Information if they will be occupying a seat, and normal [flight listing](#) procedures apply.

When a child under the age of two (2) will not be occupying a seat, follow the steps below:

Place the infant's name in the PNR with the following separate name entry:

-I/Last Name/First Name (letter I for Infant)

The infant's name should be listed as indicated below. Do not include the infant as one of the travelers in the MM entry:

```
1. 3TRAVELER/FATHER/MOTHER/SON
2. I/1TRAVLER/BABY
1 2348Y 15APR T DFWORD MM3 100P 323P
2 2347Y 18APR F ORDDFW MM3 600P 830P
TKT/TIME LIMIT
1.EM-D2
PHONES
1.DFW684-765-4321-H
AA FACTS
1.SSR EMPL AA 00123456/TRAVELER/001
2.SSR EMPL AA 00123456/TRAVELER/002
```

3.SSR EMPL AA 00123456/TRAVELER/003  
4.OSI AA INF  
GENERAL FACTS  
1.OSI YY INF  
RECEIVED FROM - P  
HHH.HHH6TTT 0952/12APR03 GRBLHI

While in the PNR, print an itinerary (WITN-MM), which will include the infant's name. The itinerary will be used as proof of eligibility for intent to leave the country.

International taxes or fees may apply to lap children and must be pre-paid at the ticket counter prior to departure. A passport may be required for children. See F\*PSM/DOCS/INTL in Focus or contact your local immigration office for more detail.

There is no service charge for one (1) child under two (2) years old traveling as a lap child with one (1) pass traveler. However, if a boarding pass is issued with a seat assignment, service charges will apply. Be sure that the agent has not given you a boarding pass for your lap child - you will not be able to obtain a refund for those service charges. If more than one (1) child under two (2) years old is accompanying one (1) pass traveler, each additional child must be registered in Traveler Information, flight listed and assigned a seat. Standard service charges will apply.

The Federal Aviation Administration (FAA) requires all passengers traveling with infants to have the infant's name and age recorded on the passenger manifest in SABRE. All employee travelers with infants must see an Airport Agent to ensure that the proper documentation is recorded. The orange infant sticker requirement has been discontinued.

For more information, see:

[Class Of Service Accommodation](#)  
[Unaccompanied Children](#)

## TWA

**Children Age Two and Above** - Children age two (2) and above are required to be registered travelers, use a pass, pay standard [service charges](#), and have a seat. They may not travel as a lap child.

**Children Under Two Years Old** - Children under two (2) years old are not required to be registered or use a pass for travel within or between the 50 U.S. states, U.S. territories, and possessions (for example, Puerto Rico, the U.S. Virgin Islands), or between the U.S. and Canada. If you want your infant to occupy a seat, your child must be a registered traveler, use a pass and the standard service charges will apply.

If you travel to any destination outside the areas listed above, children under two (2) years old are required to be flight listed in the PNR; however, the Sabre format is different for infants not occupying a seat. Infants only need to be registered in Traveler Information if they will be occupying a seat, and normal [flight listing](#) procedures apply.

When a child under the age of two (2) will **not** be occupying a seat, follow the steps below:

Place the infant's name in the PNR with the following separate name entry:

-I/Last Name/First Name (letter I for Infant)

The infant's name should be listed as indicated below. Do not include the infant as one of the travelers in the MM entry:

1.3TRAVELER/FATHER/MOTHER/SON  
2.I/1TRAVLER/BABY  
1 2348Y 15APR T DFWORD MM3 100P 323P  
2 2347Y 18APR F ORDDFW MM3 600P 830P  
TKT/TIME LIMIT  
1.EM-D2  
PHONES  
1.DFW684-765-4321-H  
AA FACTS  
1.SSR EMPL AA 00123456/TRAVELER/001  
2.SSR EMPL AA 00123456/TRAVELER/002

3.SSR EMPL AA 00123456/TRAVELER/003  
4.OSI AA INF  
GENERAL FACTS  
1.OSI YY INF  
RECEIVED FROM - P  
HHH.HHH6TTT 0952/12APR03 GRBLHI

While in the PNR, print an itinerary (WITN-MM), which will include the infant's name. The itinerary will be used as proof of eligibility for intent to leave the country.

International taxes/fees may apply to lap children and must be pre-paid at the ticket counter prior to departure.

A passport may be required for children. See F\*PSM/DOCS/INTL in Focus or contact your local immigration office for more detail.

There is no service charge for one (1) child under two (2) years old traveling as a lap child with one (1) pass traveler. However, if a boarding pass is issued with a seat assignment, service charges will apply. Be sure that the agent has not given you a boarding pass for your lap child - you will not be able to obtain a refund for those service charges. If more than one (1) child under two (2) years old is accompanying one (1) pass traveler, each additional child must be registered in Traveler Information, flight listed, and assigned a seat. Standard service charges will apply.

The Federal Aviation Administration (FAA) requires all passengers traveling with infants to have the infant's name and age recorded on the passenger manifest in SABRE. All employee travelers with infants must see an Airport Agent to ensure that the proper documentation is recorded. The orange infant sticker requirement has been discontinued.

For more information, see:

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[Unaccompanied Children](#)

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## Unaccompanied Children (AAI10438)

### American Airlines

Children under five (5) years old cannot travel unaccompanied. Unaccompanied minor forms T502, obtained at any AA ticket counter, must be completed for any child between the ages of 5 and 14 years of age traveling without a passenger (revenue or non-revenue) age 15 or older. The applicable unaccompanied minor service charge will be collected. See [N\\*CHILD](#) for all UM fees.

For information about unaccompanied minors on American Eagle see F\*PSM/UM/Eagle.

Identification - Your unaccompanied children will be asked to show some form of identification, unless they are checked in by you or a relative with proper identification.

5 to 14 years of age - Unaccompanied children ages 5 through 14 years old are accepted for non-stop flights only. They cannot travel unaccompanied on connecting itineraries and may only be accepted to the first stopover on multi-stop flights. An exception to our nonstop policy can be made if the unaccompanied child holds a confirmed revenue ticket for a connecting flight. Unaccompanied minors ages 8 - 14 may be accepted for standby travel for one (1) flight and be provided escort service at the connecting city if he or she holds a confirmed revenue ticket for the connecting flight. In this case, the applicable unaccompanied minor connecting service fee will apply.

15 to 17 years of age - Children ages 15 through 17 are discouraged from traveling alone on [space available](#) connecting or multi-stop itineraries due to the possibility of being removed en route to accommodate revenue passengers. Final acceptance will be at the discretion of the Manager or Lead Agent on duty at the [origin city](#).

For more information, see:

[Class Of Service Accommodation](#)

[Ticketing and Service Charge Requirements](#)

## TWA

Children under five (5) years old cannot travel unaccompanied. Unaccompanied minor forms T502, obtained at any AA ticket counter or gate check-in, must be completed for any child between the ages of 5 and 14 years old traveling without someone age 15 or older. The applicable unaccompanied minor service charge will be collected. See [N\\*CHILD](#) for all UM fees.

For information about unaccompanied minors on American Eagle see F\*PSM/UM/Eagle.

Identification - Your unaccompanied children will be asked to show some form of identification, unless they are checked in by you or a relative with proper identification.

5 - 14 Years Old - Unaccompanied children ages 5 through 14 years old are accepted for non-stop flights only. They cannot travel unaccompanied on connecting itineraries and may only be accepted to the first stopover on multi-stop flights. An exception to our nonstop policy can be made if the unaccompanied child holds a confirmed revenue ticket for a connecting flight. Unaccompanied minors ages 8-14 may be accepted for standby travel for one (1) flight and be provided escort service at the connecting city if he or she holds a confirmed revenue ticket for the connecting flight. In this case, the applicable unaccompanied minor connecting service fee will apply.

15 - 17 Years Old - Children ages 15 through 17 are discouraged from traveling alone on [space available](#) connecting or multi-stop itineraries due to the possibility of being removed en route to accommodate revenue passengers. Final acceptance will be at the discretion of the Manager or Lead Agent on duty at the [origin city](#).

For more information, see:

[Class Of Service Accommodation](#)  
[Ticketing and Service Charge Requirements](#)

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## Pass Travel Embargoes (AAI10344)

### American Airlines

Because of difficulties experienced by some pass travelers during the busy summer months and during the opening of new destinations, [pass travel](#) is periodically [embargoed](#).

Each year, generally beginning in July through early September, all [D3 pass](#) travel to and from Europe/Asia/Alaska are embargoed. In addition, a D3 embargo to and from all locations in Hawaii is generally in effect from the middle of June through the middle of August. If an embargo is placed on Europe/Asia/Alaska or Hawaii, information can be found under the Updates and Announcements section on the Travel home page of Jetnet. Or, you may access the information on the Non-Revenue Travel Page (NRTP) and "Click here to view Embargoes in Effect!" [Parents](#) and [Registered Companions \(RCs\)](#) may still travel to and from Europe during this time period because they travel as [D2](#). Some D2 travelers may be eligible to travel on Other Airlines (OAL). In most cases, however, RCs are limited to pass travel on American and American Eagle. For information on travel embargoes on OAL, see Sabre Star Record N\*TVLXX where "XX" represents the two (2) letter airline code.

**Note:** U.S. Law prohibits the use of employee travel privileges to Cuba. AA is forbidden by the government to issue revenue and non-revenue tickets to this country. AA may not accept a ticket for travel on AA if a point in Cuba is on the same ticket. The ban on travel to Iraq and Libya has been lifted.

## TWA

Because of difficulties experienced by some pass travelers during the busy summer months and during the opening of new destinations, [pass travel](#) is periodically [embargoed](#).

Each year, generally beginning in July through early September, all D3 pass travel to and from Europe/Asia/Alaska are embargoed. In addition, a D3 embargo to and from all locations in Hawaii is generally in effect from the middle of June through the middle of August. If an embargo is placed on Europe/Asia/Alaska or Hawaii, information can be found under the Updates and Announcements section on the Travel home page of Jetnet. Or, you may access the information on the Non-Revenue Travel Page (NRTP) and "Click here to view Embargoes in Effect!" For information on travel embargoes on Other Airlines (OAL), see Sabre Star Record **N\*TVLXX** where "XX" represents the two (2) letter airline code.

**Note:** U.S. law prohibits the use of employee travel privileges to Cuba. AA is forbidden by the government to issue revenue and non-revenue tickets to this country. AA may not accept a ticket for travel on AA if a point in Cuba is on the same ticket. The ban on travel to Iraq and Libya has been lifted.

For more information, see: [Overview of Travel Policies](#)

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## Traveling with Pets (AAI10352)

### American Airlines

You, your [spouse](#) or Company-recognized [Domestic Partner \(DP\)](#), your [dependent children](#), your [parents](#), and your [Registered Companion \(RC\)](#) may travel [D2](#) with a pet as long as you purchase or furnish the kennel to transport them. If you check your pet, you will be charged the applicable checked pet fee.

D2 travelers may carry a pet in the cabin at no charge. The pet must be in an approved pet carrier.

[D3](#) travelers may not buy pet space and cannot travel with a pet unless the pet is a service animal, i.e. seeing assist or hearing assist.

More information, including applicable fees, can be found in Web reference: [Employee Travel - Pet Transportation](#).

Pets are accepted on a first-come, first-served basis, subject to the pet capacity of the aircraft. Pets belonging to revenue passengers have priority over non-rev pets. Do not flight list your pet prior to arrival at the airport for [check-in](#).

For more information, see:

[Baggage Allowance](#)

[Discounted Confirmed Travel \(AA20\)](#)

[Hazardous Materials and Dangerous Goods](#)

[Infants and Children](#)

### TWA

TWA travelers are restricted from traveling with a pet either as checked baggage or carry-on, unless the pet is a service animal, i.e. seeing assist or hearing assist.

For more information, see: [Overview of Travel Policies](#)

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The following information is available for Travel Privileges

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## Travel Privileges on 50-55 Rule (AAI11894)

### American Airlines

#### 50-55 Age Rule

As of March 26, 2003, if you are at least 50 years of age, but not yet 55 years of age and have 15 years of company seniority at the time you leave the Company, you will be eligible for retiree travel privileges at age 55. If you **leave the Company before meeting these age and service requirements**, you **will not** receive retiree travel privileges even though you may be eligible for pension payments or other types of retirement benefits at a later date. You must contact [HR Services](#) once you meet the age requirement in order to receive retiree travel. By electing the 50-55 Age Rule, you will be separated from the Company and not considered a retiree until age 55 at which time you will need to contact HR Services.

For more information, see: [Change in Employment Status](#)

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## Travel Privileges on Layoff (AAI10374)

### American Airlines

Provided you were eligible for travel privileges on your last day worked, travel privileges will continue on American and American Eagle for 18 months after the effective date of termination for you, your [spouse](#), [Domestic Partner \(DP\)](#) or [Registered Companion \(RC\)](#), your [dependent children](#), and your [parents](#).

Employees reporting to work on time for their scheduled shift during the last 90 calendar days prior to furlough or layoff will receive six (6) months of travel in addition to the current 18 months of travel, for a total of two (2) years. Employees with an attendance occurrence during the last 90 calendar days prior to furlough/layoff, will receive 18 months of travel. An attendance occurrence includes, but is not limited to any time missed for Injuries-on-Duty (IOD), missed trip, report late, sick, maternity sick, no call/no show, personal other, and unpaid absence.

All travel must be completed by the end of 18 months or two (2) years, as applicable.

You and your eligible family members will travel at the [D2 boarding priority](#) (D2P for parents traveling without you) for the first 90 days of your furlough/layoff travel period. After the 90 days, you and your eligible family members will travel at the D2P boarding priority for the remainder of your travel period. The D2 boarding priority code will be eliminated from your Traveler Information after the 90th day for you, your spouse, DP or RC, and dependent children. Although the D2 priority will remain in your Traveler Information for your parents, they will only be eligible to travel at the D2P priority after the first 90 days.

**Note:** If you or a family member begins a trip prior to the 90th day and continues after the 90th day, it is very important to create two separate [flight listings](#) - the first one to reflect 7EM-D2 in the ticketing field prior to the 90th day and the other one to reflect 7EM-D2P after the 90th day. If you fail to have the correct priority code in your flight listing, the Airport Agents and Self-Service machines will be unable to check you in.

You will continue to be eligible for [service charge waived](#) travel, as applicable under Company policies in effect at the time of travel, and you will continue to travel electronically ([ticketless](#)) provided you were eligible for ticketless travel prior to layoff. When you travel ticketless, you are eligible to utilize the Self-Service machines. You will be billed on a monthly basis for all travel [service charges](#), taxes, and fees. Refer to [invoice billing for ticketless \(electronic\) travel](#) for important information regarding invoice billing.

You may continue to purchase [AA20](#) positive space revenue travel on American Airlines and American Eagle during your travel period. AA20 tickets may be purchased for you, your spouse or Company-recognized DP, your dependent children, and your (employee's) parents. All travel on AA20 tickets must be completed by the last day of the 18 or 24 months. [Perfect Attendance certificates](#) may be used for travel. Use of Perfect Attendance certificates requires a paper ticket, which you can obtain at the ticket counter.

[D1](#), [A9](#), and [D3](#) transportation may not be used after the last day worked.

Travel on [Industry Discounts \(ID\)](#) on Other Airlines (OAL) by you or any of your eligible travelers is not valid following your last day worked. This includes travel on Trans States, Chautauqua, and Corporate Airlines operated as AmericanConnection.

Crewmembers on furlough status are restricted from riding the [jumpseat](#).

Each January, a new bank of 24 one-way passes will be added to your [pass bank](#). Parents and RCs can use the passes in your pass bank. If you should be recalled, your travel passes used during the current year will be deducted from the 24 one-way passes in your bank.

You will retain access to your Traveler Information profile on Jetnet; however, all D3 travelers will be restricted. You will be allowed to modify your dependents, parents, spouse, DP, or RC according to the rules outlined in the TRIP Book. You will retain access to the [Non-Rev Travel Planner \(NRTTP\)](#) on Jetnet to [flight list](#), check gate information, and review NRSA charges, or you may call [1-888-WE-FLY-AA](#). Do not call Reservations to flight list, as you will be referred to 1-888-WE-FLY-AA.

If you are rehired or recalled to regular active employee status by the Company from which you were furloughed/laid off, your furlough/layoff travel ceases and is replaced by active employee travel privileges. If you subsequently resign, you will be treated the same as any other resignation and you will not be eligible to return to furlough/travel privileges.

If you are furloughed from American Airlines and go to work for American Eagle or vice versa and subsequently resign, you would be eligible to receive the remainder of your 18/24 months of furlough travel.

If you are terminated from either Company for misconduct, you will not be eligible for the remaining months of furlough travel.

## Layoff and Reserve Duty

If you are in the Military Reserves in a location other than where you reside at the time of layoff, you may continue to travel D2/D2P (if applicable) to and from your reserve duty only. This travel applies to you, the employee, only and you do not have to be previously eligible for travel privileges.

Travel to and from reserve duty while on layoff will continue for the duration of the duty, not to exceed six (6) years. This travel to and from reserve duty is separate from and in addition to the 18/24 month travel for eligible employees on layoff. Travel to reserve duty will be authorized and obtained from your central administrative office and all service charges will be electronic and you will be invoiced. All travel will be at the D2P classification. No D1, D3, A9, AA20, or OAL travel is authorized. Perfect Attendance certificates may not be used for reserve duty travel. The "routing" will reflect the city of residence to the place of reserve duty. No other routing is applicable.

For more information, see:

[Discounted Confirmed Travel \(AA20\)](#)

[Travel Privileges on Suspension](#)

[Travel Privileges on Termination](#)

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## Travel Privileges on Resignation (AAI10379)

### American Airlines

You will lose all travel privileges when you resign unless you are eligible for [retiree](#) status. If you resign from the Company and have unused [Perfect Attendance travel certificates](#), you must complete this travel prior to the last shift or day worked.

Once you have submitted your resignation, you will not be eligible for [pass travel](#) unless the trip will be completed before the last shift or day worked.

For more information, see:

[Travel Privileges on Layoff](#)

[Travel Privileges on Suspension](#)  
[Travel Privileges on Termination](#)

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## Travel Privileges on Suspension (AAI10380)

### American Airlines

If you are suspended for an infraction of Company rules or regulations, or held out of service pending investigation, you and your guest travelers are not allowed to use [pass](#) or [reduced-rate travel](#), except for eligible [personal emergency travel](#) authorized by your Manager. This includes any travel that might otherwise be available because of your current or future relationship to another airline employee, retiree, or friend.

Additionally, you will not be eligible for travel privileges through your [spouse](#) or Company-recognized [Domestic Partner \(DP\)](#) or other relatives who may work for AA/American Eagle. Employees who provide travel privileges to an employee who has had his or her travel privileges revoked, may have their travel privileges suspended or revoked as well.

For more information, see:

[Travel Privileges on Layoff](#)  
[Travel Privileges on Termination](#)

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## Travel Privileges on Termination (AAI10381)

### American Airlines

If you are discharged for misconduct, you will permanently lose all travel privileges for yourself, family members, Company-recognized [Domestic Partner \(DP\)](#), [Registered Companion \(RC\)](#), and friends. This policy also applies to any employee who is allowed to resign in lieu of discharge for misconduct.

Permanent loss of travel privileges includes any travel that the former employee might be able to receive from an employee or [retiree](#) of American Airlines/American Eagle. Additionally, employees terminated for misconduct will not be eligible for travel privileges through their [spouse](#) or Company-recognized DP or other relatives who work for AA/American Eagle. Employees who provide travel privileges to a former employee who has had his or her travel privileges permanently revoked may have their travel privileges suspended or revoked as well.

Regardless of company seniority, if you are involuntarily terminated (except for misconduct), you may be issued a one-way [Space Available \(SA\)](#) pass for yourself, your spouse or Company-recognized DP, RC, and dependent family members to the city of permanent residence. Such travel must be completed within 30 days of your last day worked.

**Note:** The date of issuance of the above passes must be on or before the last day worked (last day available for flight duty in the case of Flight Attendants), and the validity of the pass must not be later than 30 days from the date of issuance.

For more information, see:

[Travel Privileges on Layoff](#)  
[Travel Privileges on Suspension](#)

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## Travel While Absent from Work (AAI10458)

### American Airlines

Topics on this page:

- [Overview](#)
- [Service Charges While on Leave of Absence \(LOA\)](#)
- [Travel Privileges While Absent or on Transitional Duty \(TD\)](#)
- [Travel Privileges While on Family Medical Leave of Absence \(FMLA Leave\)](#)
- [Travel Restrictions](#)

### Overview

The nature of our business requires a 24 hours a day, seven (7) days a week operation. As a result, it is important that employees are at work when scheduled. In most cases, if you are unable to come to work when scheduled, you are also unable to travel.

Any exceptions to this policy must be addressed through and submitted by your Manager. If you do not receive authorization in advance, or if your travel is inconsistent with the reason for the exception, you will be considered to have [abused your travel privileges](#). You then may be subject to suspension or permanent revocation of travel privileges and/or corrective action up to and including dismissal.

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### Service Charges While on Leave of Absence (LOA)

If you are on a Leave of Absence (LOA) which allows travel privileges, follow the procedures listed below:

If you are an employee living in the U.S., Great Britain, France, Japan, or MCLA countries, you may [travel ticketless](#) while on a LOA. You will be sent an invoice in the mail after travel has been completed. Refer to [invoice billing for ticketless \(electronic\) travel](#) for important information about invoice billing.

If you are an employee living in a location not mentioned above, you must be issued a paper ticket and prepay your travel charges by cash or check at an airport ticket counter (not at the gate). Tell the agent you are required to prepay and you will be issued a [Form 426 ticket](#).

If you are on a paid LOA, travel charges for your eligible travelers will continue to be payroll deducted.

[Perfect Attendance award passes](#) may be used for eligible travelers if travel is allowed while on LOA, or unless otherwise noted.

**Note:** When returning to work from a LOA, your travel privileges will not be fully restored until Personnel Transaction Request (PTR) processing has been completed, which may be delayed until after you have actually returned to work.

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### Travel Privileges While Absent or on Transitional Duty (TD)

**The information regarding Leave of Absences (LOA) in the following table applies to employees on U. S. payroll only. International employees should consult with a local HR representative for information regarding LOA policies.**

Type of Absence	Travel Privileges While Absent from Work
<a href="#">Educational Leave of Absence (ELOA)</a>	Travel is not allowed.

Family Medical Leave of Absence (FMLA Leave)	See <a href="#">chart</a> .
<a href="#">Maternity Leave of Absence (MLOA)</a>	You retain all travel privileges except <a href="#">D1 travel</a> . Travel on Other Airlines (OAL) is allowed.
<a href="#">Military Leave of Absence (MILOA)</a>	You retain all travel privileges, including travel on OAL.
<a href="#">Overage Leave of Absence (OLOA) / TimeCard</a>	You retain all travel privileges, including travel on OAL.
<a href="#">Personal Leave of Absence (PLOA) With Reinstatement Rights</a>	For the first 180 days, you retain all privileges except D1 priority and travel on OAL. Travel privileges will automatically expire 180 days from the first day of your PLOA with reinstatement rights.
Bid Leave (Personal with Reinstatement Rights)	If the leave taken is less than 17 days, all travel privileges are available. If the leave is 17 days or more, you retain all travel privileges except D1 priority and travel on OAL. Travel privileges will automatically expire 180 days from the first day of your consecutive bid leaves.
<a href="#">PLOA Without Reinstatement Rights</a>	Travel is not allowed.
<a href="#">Sick Leave of Absence (SKLOA)</a> or <a href="#">Injury-on-Duty Leave of Absence (IDLOA)</a>	Travel by the employee is not allowed for the duration of the leave or absence. D1 travel is not allowed. Per the terms of our interline agreements, travel is not permitted on OAL (no exceptions may be made).
Transitional/Restricted Duty (TD/RD)	While on TD/RD you may use your normal travel privileges as long as travel does not exceed the medical restrictions associated with your illness/injury-on-duty. For example, if you are restricted to a 4-hour workday, you are restricted from flights more than four hours in duration.
Unpaid/Unauthorized Absence	Travel is not allowed.
Unscheduled Absence	Travel is not allowed.

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## Travel Privileges While on Family Medical Leave of Absence (FMLA Leave)

**The information regarding FMLA in the following table applies to employees on U. S. payroll only. International employees should consult with a local HR representative for information regarding LOA policies.**

Type of Absence	Type of Family Medical Leave of Absence (FMLA Leave)	Travel Privileges While Absent from Work
<a href="#">FMLA Leave</a>	Travel privileges depend on the type of FMLA Leave designated for your time away from work:	
	Birth, adoption, or foster care placement of a child	Employee travel is allowed including travel on Other Airlines (OAL).
	Intermittent FMLA Leave (including reduced schedule*)	Employee travel is not allowed for the duration of the intermittent FMLA Leave related absence(s). <i>* Reduced schedule FMLA Leave is not applicable to Crew Members.</i>
	Regular/Block FMLA Leave	Employee travel is not allowed for the duration of your regular/block FMLA Leave.

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## Travel Restrictions

These travel restrictions apply to all travel privileges including [pass](#), [reduced rate](#), [jumpseat](#) (cockpit/cabin), travel on a fellow employee's passes, or any other travel privileges on AA or any other carrier. You may continue to authorize [D2, Registered Companion \(RC\)](#), and [D3 pass travel](#) for eligible travelers during these situations. Employees on Leave of Absence (LOA) are not eligible for [D1 travel](#), except those on Overage, Military, TimeCard, or certain types Family Medical Leaves of Absence (FMLA Leaves). If you have scheduled days off immediately following an absence, you can only travel if you are ready to return to work for your next scheduled shift. In addition:

**Ground employee travel** is not allowed from the beginning of your shift on the first day of your absence through the end of your shift on the last day absent.

**Flight Crew travel** is not allowed for the duration of the trip sequences for which you were scheduled to work. This also applies if you clear the sick list before the end of your originally scheduled trip sequences.

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## Overview of Travel Procedures (AAI10901)

### American Airlines

This section explains the procedures for non rev travel. Familiarize yourself with these procedures.

For more information, see:

[1-888-WE-FLY-AA](#)

[Create Flight Listings](#)

[Family Member and Guest Traveler Registration](#)

[Flight Check-In](#)

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## TWA

This section explains the procedures for non rev travel. Familiarize yourself with these procedures.

For more information, see:

[1-888-WE-FLY-AA](#)

[Create Flight Listings](#)

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The following information is available for 1-888-WE-FLY-AA

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[How to Cancel a Flight Listing through 1-888-WE-FLY-AA](#)

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## Overview of 1-888-WE-FLY-AA (AAI10487)

### American Airlines

The speech recognition system performs the following tasks:

- Checks flight availability;
- creates or cancels [flight listings](#) for personal travel;
- creates or cancels [positive space](#) bookings for 'A' [pass travel](#);
- assigns seats for 'A' pass travel;
- advises actual seat counts and the number of [space available](#) travelers listed in each cabin;
- allows caller to provide a connecting city, in cases where AA does not offer direct service.

[1-888-WE-FLY-AA](#) toll free number is valid from the U.S., Canada, Puerto Rico, the U.S. Virgin Islands, Bahamas, Bermuda, British Virgin Isles, Cayman Islands, Turks and Caicos, Dominica, and Panama.

For more information, see:

[Guidelines for using the 1-888-WE-FLY-AA System](#)  
[How to Cancel a Flight Listing through 1-888-WE-FLY-AA](#)

## TWA

The speech recognition system performs the following tasks:

- Checks flight availability;
- creates or cancels flight listings;
- assigns seats for 'A' pass travel;
- advises actual seat counts and the number of [space available](#) travelers listed in each cabin.

[1-888-WE-FLY-AA](#) toll free number is valid from the U.S., Canada, Puerto Rico, the U.S. Virgin Islands, Bahamas, Bermuda, British Virgin Isles, Cayman Islands, Turks and Caicos, Dominica, and Panama.

For more information, see:

[Guidelines for using the 1-888-WE-FLY-AA System](#)  
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## Guidelines for using the 1-888-WE-FLY-AA System (AAI10491)

### American Airlines

Employees and [retirees](#) are encouraged to use the [automated 1-888-WE-FLY-AA system](#) when planning travel on American Airlines, American Eagle, or American Connection for any person on his or her authorized traveler list. Go to the [Traveler Information](#) page on Jetnet to register family and friends and update traveler information.

When you call American Airlines Non Rev Travel System ([1-888-WE-FLY-AA](#)), you will be presented with three (3) options:

- Press option 1 for flight arrival, departure, and gate info.
- Press option 2 if you have a valid AA employee number and want to check flight loads, list, or [cancel a listing](#), confirm and pre-reserve seats for A Pass [Business travel](#), or cancel an A Pass booking. Do not use this option for [AA20](#) travel.
- Press option 3 for assistance with the purchase of industry [reduced rate](#) travel such as AA20 bookings or other airline travel, including American Connection.

### Tips for Effectively Using 1-888-WE-FLY-AA

A 'barge-in' feature allows callers to interrupt prompts so an answer can be given before the prompt stops speaking. To avoid 'false barge-ins' - meaning the system thinks you have interrupted it - try to avoid noisy backgrounds and use landline phones. Employees need to list [eligible travelers](#) in their Traveler Information in order to create a listing. When creating a listing, the traveler's name along with pass type will be collected. *Note that you can print a list of your [quest](#) and their [traveler numbers](#) from the traveler list display found on Jetnet. Traveler numbers may change when you add a new traveler.* Separate listings are required for different pass types. For example - D2 and D3 travelers will need to create separate listings. [Parents](#) of employees traveling with the employee will list D2; however, parents traveling without the employee need to list D2P.

### Logging on to the System

1. Employee Numbers

You will need to provide your six-digit employee number. If your employee number is less than six (6) digits, you will need to use preceding zeros (0); for example - 001234. You can speak your employee number or enter it using the telephone keypad.

## 2. Social Security Number

You will need to provide the last four (4) digits of your U.S. issued Social Security number. You can either speak this information or enter it using touch-tones.

## 1-888-WE-FLY-AA Calls Defaulted to Non-Rev Assist Desk

1-888-We-Fly-AA will transfer callers for assistance under certain conditions listed below, but not limited to:

- SABRE system outages;
- multiple user errors;
- employees other than AA, American Eagle, SABRE, and EDS;
- when a PNR is retrieved to be cancelled and more than one (1) PNR is returned with the same itinerary.

## System Features

Employees with 5 and 25 years or more of service will automatically be identified as such.

Universal commands such as repeat, next, and help may be spoken.

When checking flights use the following commands: Previous, next, list, change plans, move on, list me on it, go back one, change request, or repeat.

For assistance in accessing records use the military phonetic alphabet: Alpha, bravo, Charlie, Delta, echo, foxtrot, golf, hotel, India, Juliet, kilo, Lima, Mike, November, Oscar, papa, Quebec, Romeo, Sierra, tango, uniform, Victor, whiskey, x-ray, Yankee, Zulu.

For more information, see:

[Overview of Flight Listings](#)

[International Taxes, Fees, and Charges](#)

## TWA

Employees and retirees are encouraged to use the [automated 1-888-WE-FLY-AA system](#) when planning travel on American Airlines, American Eagle, or American Connection for any person on his or her authorized traveler list (Traveler Information).

When you call American Airlines Non Rev Travel System ([1-888-WE-FLY-AA](#)), you will be presented with three (3) options:

- Press option 1 for flight arrival, departure, and gate info;
- press option 2 if you have a valid AA employee number and want to check flight loads, list, or [cancel a listing](#). Do not use this option for [AA20](#) travel;
- press option 3 for assistance with the purchase of industry reduced rate travel such as AA20 bookings or other airline travel, including American Connection.

## Tips for Effectively Using 1-888-We-Fly-AA

A 'barge-in' feature allows callers to interrupt prompts so an answer can be given before the prompt stops speaking. To avoid 'false barge-ins' -- meaning the system thinks you have interrupted it - try to avoid noisy backgrounds and use landline phones. Employees need to list eligible travelers in their Traveler Information in order to create a listing. When creating a listing the employee [traveler number](#), along with pass type will be collected. *Note that you can print a list of your family members and their traveler numbers from the traveler list display found on Jetnet. Traveler numbers may change when you add a new traveler.*

## Logging on to the System

Employee Numbers - You will need to provide your six-digit employee number. If your employee number is less than six (6) digits, you will need to use preceding zeros (0); for example - 001234. You can speak your employee number or enter it using the telephone keypad.

Social Security Number - You will need to provide the last four (4) digits of your U.S. issued Social Security number. You can either speak this information or enter it using touch-tones.

## System Features

Universal commands such as repeat, next, and help may be spoken.

When checking flights, use the following commands: previous, next, list, change plans, move on, list me on it, go back one, change request, or repeat.

For assistance in accessing records use the military phonetic alphabet: alpha, bravo, Charlie, Delta, echo, foxtrot, golf, hotel, India, Juliet, kilo, Lima, Mike, November, Oscar, papa, Quebec, Romeo, Sierra, tango, uniform, Victor, whiskey, x-ray, Yankee, Zulu.

## 1-888-We-Fly-AA Calls Defaulted to Non-Rev Assist Desk

1-888-We-Fly-AA will transfer callers for assistance under certain conditions listed below, but not limited to:

SABRE system outages;

database system updates or outages;

multiple user errors;

non-revenue calls to international destinations are currently not supported by the system;

- enhancements due in 2003 will allow international flight listings. However, passport documentation and phone contacts will be collected at the airport;

when a PNR is retrieved to be cancelled and more than one (1) PNR is returned with the same itinerary.

For more information, see: [Overview of Flight Listings](#)

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## How to Cancel a Flight Listing through 1-888-WE-FLY-AA (AAI10490)

### American Airlines

To cancel a [flight listing](#) you can provide either the flight number/date, city pair/date/time, or record locator using the phonetic alphabet. The system currently does not have the ability to cancel and rebook in the same record; a new [listing](#) will need to be created.

For more information, see:

[Overview of 1-888-WE-FLY-AA](#)

[Guidelines for using the 1-888-WE-FLY-AA System](#)

### TWA

To cancel a flight listing you can provide either the record locator using the phonetic alphabet, or by flight number and date. The system currently does not have the ability to cancel and rebook in the same record; a new [listing](#) will need to be created.

For more information, see:

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## Overview of Flight Listings (AAI10475)

### American Airlines

To ensure adequate meal/beverage catering, it is necessary for you to [flight list](#) yourself and your [guest travelers](#) on all flight [segments](#). It is also important to indicate which cabin of service you desire, such as first class, business class, or coach class. Flight listing should be done for all flight segments, including flights that do not offer beverage, snack, or complete meal service.

Remember that a flight listing does not guarantee that you or your [pass travelers](#) will be accommodated or served a meal on a flight.

For more information, see:

[Family Member and Guest Traveler Registration](#)

[How to Flight List for Personal Travel](#)

[Guidelines for Flight Listings](#)

[Pass Classifications and Boarding Priority](#)

### TWA

To ensure adequate meal/beverage catering, it is necessary for you to flight list yourself and your [family members](#) on all flight [segments](#). It is also important to indicate which cabin of service you desire, such as first class, business class, or coach class. Flight listing should be done for all flight segments, including flights that do not offer beverage, snack, or complete meal service.

Remember that a flight listing does not guarantee that you or your family members will be accommodated or served a meal on a flight.

For more information, see:

[Family Member and Guest Traveler Registration](#)

[How to Flight List for Personal Travel](#)

[Guidelines for Flight Listings](#)

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## Guidelines for Flight Listings (AAI10479)

## American Airlines

Here are some flight listing tips:

Employees are responsible for all [flight listings](#). Our guests should not call reservations for flight availability or gate/time information.

We encourage you to be responsible for all flight listings to avoid guest travelers taking a trip and/or using up your [pass bank](#) without your knowledge.

All travelers should flight list for their full itinerary a maximum of 90 days and a minimum of 72 hours prior to scheduled departure. This includes both the U.S. domestic and [international flights](#).

For customers with disabilities requiring special assistance, complete the reservation flight listing for you and/or your guest(s). Call [1-888-WE-FLY-AA](#) and select Option 3 to connect to the Non-Rev Assistance Group located at the SWRO Reservation Office. Provide the representative with your flight listing information and advise your special assistance needs. Provide at least 48 hours advance notice for processing therapeutic oxygen requests.

For passengers traveling to international destinations, personal contact name and telephone number must be included in your PNR. See Sabre Star record [N\\*4PCTC](#) for more information.

Travelers from countries that participate in the Visa Waiver Program (VWP) must ensure that they have satisfied the U.S. Customs and Border Protection (CBP) requirements and completed an electronic application (known as ESTA: Electronic System for Travel Authorization) before traveling to or through the United States.

On flights of five (5) hours or more when there are insufficient meals in first class or business class, you and your pass travelers will be given the option to be accommodated without a meal. Agents will inform the Flight Attendant of the travelers that have agreed to travel without a meal. This also applies to travel in coach class on flights offering International Flagship Service. Regardless of whether or not you receive a meal, normal [service charges](#) will apply for the cabin in which you are accommodated. It is important that you advise your travelers not to request a meal on board once they have agreed to travel without one.

If you change flight plans, your original flight listing must be changed or canceled. Do not list for multiple flights on the same routes as it can result in additional meal/beverage catering.

You will need to indicate the [travel classification](#) (D1, D2, D3, etc.) in the flight listing.

If flying with someone traveling on a different classification, you will need to [flight list](#) in separate PNRs. If you use Jetnet's Travel Planner to flight list, it will automatically create separate PNRs.

U.S. reservations offices do not have the functionality available to flight list non-rev travelers. Employees and [retirees](#) should use Jetnet's [Travel Planner](#), call [1-888-WE-FLY-AA](#), or list in native Sabre.

International reservations offices are able to flight list non-rev travelers.

See [How to Flight List](#) for complete flight listing instructions.

For more information see:

[Overview of 1-888-WE-FLY-AA](#)

[Domestic and International Travel Flight Priority List](#)

[Family Member and Guest Traveler Registration](#)

[Pass Bank Allowance](#)

## TWA

Here are some flight listing tips:

You, the retiree, are responsible for all flight listings. Your family members should not call reservations for flight availability or gate/time information.

All travelers should flight list for their full itinerary a maximum of 90 days and a minimum of 72 hours prior to scheduled departure. This includes both U.S. domestic and [international](#) flights.

For customers with disabilities requiring special assistance, complete the reservation flight listing for you and/or your guest(s). Call [1-888-WE-FLY-AA](#). Select Option 3 to connect to the Non-Rev Assistance Group located at the SWRO Reservation Office. Provide the representative with your flight listing information and advise your special assistance needs. Provide at least 48 hours advance notice for processing therapeutic oxygen requests.

For passengers traveling to international destinations, personal contact name and telephone number must be included in your PNR. See Sabre Star record [N\\*4PCTC](#) for more information.

Travelers from countries that participate in the Visa Waiver Program (VWP) must ensure that they have satisfied the U.S. Customs and Border Protection (CBP) requirements and completed an electronic application (known as ESTA: Electronic System for Travel Authorization) before traveling to or through the United States.

On flights of five (5) hours or more when there are insufficient meals in first class or business class, you and your pass travelers will be given the option to be accommodated without a meal. Agents will inform the Flight Attendant of the travelers that have agreed to travel without a meal. This also applies to travel in coach class on flights offering International Flagship Service. Regardless of whether or not you receive a meal, normal [service charges](#) will apply for the cabin in which you are accommodated. It is important that you advise your travelers not to request a meal on board once they have agreed to travel without one.

If you change flight plans, your original flight listing must be changed or canceled. Do not list for multiple flights on the same routes as it can result in additional meal/beverage catering.

U.S. reservations offices do not have the functionality available to flight list non-rev travelers. Retirees should use Jetnet's [Travel Planner](#) or call [1-888-WE-FLY-AA](#) to check availability and create flight listings.

International reservations offices are able to flight list non-rev travelers.

See [How to Flight List](#) for complete flight listing instructions.

For more information, see:

[Overview of 1-888-WE-FLY-AA](#)  
[Family Member and Guest Traveler Registration](#)

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## How to Flight List for Personal Travel (AAI10483)

### American Airlines

#### Jetnet Travel Planner

From Jetnet's [Travel page](#), click **Non-Rev Travel Planner** to check flight availability and create, delete, and edit [flight listings](#). **Note: Retirees** and employees on some Leaves of Absence (LOA) will see the Travel Planner link on your Jetnet home page.

#### SABRE RES

Use these entries to find flights and availability:

Sample Sabre RES Entry	Explanation
14NOVLAXJFK5P This entry will display flight numbers and times. (Repeat as needed with different dates/cities/times)	<b>1</b> - Use number one to request flights <b>4NOV</b> - Date flight departs <b>LAXJFK</b> - Origin and destination cities <b>5P</b> - departure time 5P=5PM, 5A=5AM
VIL925/4NOVLAX CL AC AU SA SS F 9 9 4 5 C 24 27 10 17 Y 156 190 3 187  What these numbers mean: CL=Class(F=First,C=business,Y=coach) AC=Actual number of seats on plane SS=Number of seats sold (confirmed)	<b>Note: Not everyone has the duty code required to use this command.</b> <b>VIL</b> - Display # of seats available <b>925</b> - Flight #925 <b>4NOV</b> - Date flight departs <b>LAX</b> - Departure city of flight
VNR925/4NOVLAX  Displays number of seats available to sell and non-revs listed in first, business, and coach cabins.	<b>Note: Number of seats available includes overbookings.</b> <b>VNR</b> - Display # of non-revs listed <b>925</b> - Flight #925 <b>4NOV</b> - Date flight departs <b>LAX</b> - Departure city of this flight

AVAIL F 4 C 10 Y 3 NONREVS 12 2 6	
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Then use these commands to create a flight listing:

Sample Sabre RES entry	Explanation
E*#123456 Displays your <a href="#">traveler list</a> .	E*# <i>employee number</i> displays the travelers registered on Jetnet.
E*#-1,2 Select the traveler number(s) from your traveler list.	E*#- <i>traveler number(s)</i> selects traveler numbers from the list and creates a shell PNR.
7EM-D2 You must identify the <a href="#">travel</a> which must be valid for <b>all</b> travelers in the PNR.	7EM- <i>classification</i> identifies the pass type (D1, D2, D2P, D3, etc.) for <b>all</b> travelers in the PNR.
<b>0925Y4NOVLAXJFKMM2</b> Add flight segments. Repeat entry for connecting flights and your return home. You should always list round trip flights in a single PNR, when possible.	Format is <b>0</b> + <i>flight number</i> + <i>cabin</i> + <i>date</i> + <i>city pair</i> + <b>MM</b> + <i>number of passengers</i>  Cabin: <b>Y</b> = Coach, <b>J</b> = Business, <b>F</b> = First Date format is 4NOV, 12DEC, 3JAN, etc.  City pair is origin and destination city codes. Find city codes: <b>W/-CC</b> + <i>city name</i> . For example: <b>W/-CCBOSTON</b>
9817-555-1212	Add your phone number: 9 <i>phone number</i>
ET	End (save) the PNR by typing ET.

**Note:** The "#" is a cross-of-lorraine. It's the apostrophe (') key on your keyboard.

For more information, see:

- [Overview of Flight Listing](#)
- [Guidelines for Flight Listings](#)
- [Pass Classifications and Boarding Priority](#)

## TWA

### Jetnet Travel Planner

From your [Jetnet Home Page](#), click **Non-Rev Travel Planner** to check flight availability and create, delete, and edit flight listings.

For more information, see:

- [Overview of Flight Listings](#)
- [Guidelines for Flight Listings](#)

Return to [previous page](#).

[Home](#) » [TRIP Book](#) » [Travel Procedures](#) » [Create Flight Listings](#) » Using 1-888-WE-FLY-AA to Create a Flight Listing

## Using 1-888-WE-FLY-AA to Create a Flight Listing (AAI11001)

### American Airlines

Employees and retirees are encouraged to use the automated [1-888-WE-FLY-AA](#) system when planning travel on American Airlines, American Eagle, or American Connection. The speech recognition system can create or cancel flight listings for personal travel.

## TWA

Employees and retirees are encouraged to use the automated [1-888-WE-FLY-AA](#) system when planning travel on American Airlines, American Eagle, or American Connection. The speech recognition system can create or cancel flight listings for personal travel.

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[Home](#) » [TRIP Book](#) » [Travel Procedures](#) » Family Member and Guest Traveler Registration

## Family Member and Guest Traveler Registration (AAI10337)

### American Airlines

All employees and [retirees](#) are required to authorize their [eligible family members](#) and [guest travelers](#) by registering them on [Jetnet](#). You must provide the name of your non-rev guest travelers and provide specific information for each traveler. A traveler will not be able to fly until you authorize him or her.

You may register your [spouse](#), [Domestic Partner \(DP\)](#) or [Registered Companion \(RC\)](#), [dependent children](#) for D1/D2 travel, and two (2) [parents](#) for D2/D2P travel. You may be required to provide [proof of eligibility](#).

Additionally, if you have earned 2 years of Company service, you may enroll up to 12 D3 guests. You do not have to enroll all of your D3 guests at one time, but each must be registered before a [flight listing](#) can be created.

### Guest Information

You will need to provide the following information for all non-rev guest travelers, including your spouse, DP, RC, parents, and dependent children:

- Phone number
- Date of birth
- Passport number, if available
- Country of citizenship
- Country of residence
- Address (only required for RCs and D3 guests)

Your dependent child will be removed from your traveler list upon reaching age 19. If they are a full-time student in high school or college under the age of 23, you may re-enroll them as a dependent student. If they are not a student, they may only be listed as a D3 guest. A dependent child who is a full-time student may also be added as a dependent student before she or he reaches the age of 19.

### Restricting Travel

You will be able to change your RC, parents, and each of your D3 guests after they have been on your traveler list for at least 12 months. Although you would not be able to remove them until 12 months has passed, you will be able to restrict travel for any of your guests at any time. You will also be able to remove the travel restriction at any time. Reservations Representatives and Airport Agents will not be able to remove the travel restriction for you or your guests.

It is important to understand that you will be responsible for any and all trips taken by your guests. The employee or retiree is responsible for creating all of the flight listings for their guests. To ensure a guest traveler does not take a trip and/or use up your [pass bank](#) without your knowledge, we encourage you to use the "Restricting Travel" function.

To restrict your guest traveler:

1. Access Jetnet's [Travel page](#) and click **Traveler Information**. Your traveler list will be displayed.
2. Click the **Edit** button next to your traveler's name and look for the Restrict Travel feature.

Your guest traveler will be immediately restricted from flight listing and checking in.

By restricting travel for a D3 traveler, you will not open up another D3 slot. If you have already registered 12 D3 travelers, you will have to wait until at least 1 guest has been on your traveler list for at least 12 months before you can delete him or her and add a new name.

**Note:** You can remove a parent, your RC, or a D3 guest after they have been on file for at least 12 months by clicking on the delete button next to your traveler's name. If you marry your RC or a D3 guest, you need to delete the name from the RC or D3 area and then add them as a spouse. If it has not been 12 months since you registered your companion or D3, contact [HR Services](#) to request that the RC or D3 guest be deleted due to marriage. You may then add the new spouse information.

For more information, see:

[Guidelines for Flight Listings](#)

[Procedures for International Travel](#)

## TWA

Retirees are required to "authorize" their eligible guest travelers by registering them on [Jetnet](#). You must provide the name of your non-rev guest travelers and provide specific information for each traveler. A traveler will not be able to fly until you authorize him or her. You may register your spouse and [dependent children](#).

## Guest Information

You will need to provide the following information for all non-rev guest travelers:

Phone number

Date of birth

Passport number, if available

Country of citizenship

Country of residence

Your dependent child will be removed from your traveler list upon reaching age 19. If they are a full-time student in high school or college under the age of 23, you may re-enroll them as a dependent student. A dependent child who is a full-time student may also be added as a dependent student before she or he reaches the age of 19.

## Restricting Travel

You can restrict travel for any of your guests at any time. You will also be able to remove the travel restriction at any time. Reservations Representatives and Airport Agents will not be able to remove the travel restriction for you or your guests.

It is important to understand that you will be responsible for any and all trips taken by your guests. The retiree is responsible for creating all of the flight listings for their guests. To ensure a guest traveler does not take a trip without your knowledge, we encourage you to use the "Restricting Travel" function.

To restrict your guest traveler, access Jetnet's [Travel page](#) and click "**Traveler Information**". Your traveler list will be displayed. Click the **Edit** button next to your traveler's name and look for the "**Restrict Travel**" feature.

Your guest traveler will be immediately restricted from [flight listing](#) and [checking in](#).

## Proof of Eligibility

As a reminder, AMR Corporation and its affiliates reserve the right to request documented proof of dependent eligibility for travel privileges at any time. If you do not provide documented proof when requested, or if any of the information you provide is not true and correct, your actions will be considered a violation of Company policy and may result in permanent revocation of your travel privileges.

For more information, see:

[Guidelines for Flight Listings](#)

## [Procedures for International Travel](#)

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[Home](#) » [TRIP Book](#) » [Travel Procedures](#) » Flight Check-In

The following information is available for Flight Check-In

[Domestic and International Travel Flight Priority List](#)

[Jetnet Check-In](#)

[Self-Service Check-In](#)

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[Home](#) » [TRIP Book](#) » [Travel Procedures](#) » [Flight Check-In](#) » Domestic and International Travel Flight Priority List

## Domestic and International Travel Flight Priority List (AAI10351)

### American Airlines

If you wish to be placed on the [Priority List](#), you and your [guest travelers](#) are required to appear in person at the airport ticket counter, departure gate, [Self-Service Check-In](#), or other designated check-in location. When using [Jetnet Check-In \(JCI\)](#), only you, as the employee, should access Jetnet to check in yourself and your registered travelers. Do not use Sabre sets at work or at home to place yourself or guest travelers on the Priority List and do not call the airport and ask to be placed on the Priority List.

### Domestic Travel

For domestic travel, employees may use JCI to place family members or guest travelers on the Priority List up to four (4) hours prior to departure. Employees not using JCI and placing family members or guest travelers on the Priority List at another check-in location (i.e. Sabre, airport) or Self-Service machine may do so only if the employee is at the traveler's originating station. Additionally, when using another check-in location (other than JCI) at least one (1) person, not all travelers in your group, is required to be present at a check-in location in order to be placed on the Priority List.

### International Travel

JCI is not available for international travel, and each person traveling must appear in person at the airport ticket counter, departure gate, Self-Service Check-In machine, or other designated check-in location to be placed on the Priority List.

You can check-in up to a maximum of four (4) hours prior to departure at the ticket counter, Self-Service machines, or JCI. At a minimum, you should check in 60 minutes before departure for domestic flights and 90 minutes for international flights.

**Note:** Some airports cut off acceptance of [checked baggage](#) 45 minutes prior to departure.

Remember that first and business class check-in positions at the ticket counter are for revenue customers. Only use coach/economy check-in positions, even if you are listed in first or business class.

When at the gate, stand away from the desk and wait for your name to be called. Have your government-issued photo identification available and be ready to board the aircraft immediately after receiving your boarding pass. If you cannot be accommodated, you will then be automatically transferred to the Priority List of the next scheduled flight and will maintain priority within the same classification based on your original check-in time. In some high frequency markets, operational requirements may govern that you are rolled over to flights in one-hour increments only, i.e. between Dallas/Fort Worth (DFW) and Chicago O'Hare (ORD).

If you and your travelers do not intend to travel on a specific flight, you may not check in for that flight in order to be rolled to a later flight for the purpose of obtaining an earlier check-in time.

You may not be rolled to the Priority List of any other city/airport. If you wish to standby at an airport different from the one you originally planned, you will need to change your flight listing and be placed on the appropriate Priority List for that airport.

For more information, see:

[Family Member and Guest Traveler Registration](#)  
[Pass Classifications and Boarding Priority](#)  
[Self-Service Check-In](#)

## TWA

You, your [spouse](#), and [dependent children](#) must have a [flight listing](#) before arriving at the airport, and travel will be [ticketless](#) systemwide. You will not be allowed to prepay [service charges](#) at the ticket counter.

Upon arrival at the airport, you must check in to be placed on the [Priority List](#). You and your family members are required to appear in person at the airport ticket counter, departure gate, Self-Service Check-In machine, or other designated check-in location.

**Note:** For domestic travel, you may place family members on the Priority List at any check-in location or Self-Service machine four (4) hours prior to departure. At least one (1), but not all travelers in your group, is required to be present at a check-in location in order to be placed on the Priority List.

If you are traveling on [international flights](#), all travelers must be present to be placed on the Priority List and must provide the necessary travel documents to the agent at the ticket counter or departure gate prior to accommodation.

You can check in up to a maximum of four (4) hours prior to departure at the ticket counter or Self-Service machines. At a minimum, you should check in at least 45 minutes before departure for domestic flights and 90 minutes for international flights. Be aware that some airports cut off acceptance of [checked baggage](#) one (1) hour prior to departure.

Remember that first and business class check-in positions at the ticket counter are for revenue customers. Only use coach/economy check-in positions, even if you are listed in first or business class.

When at the gate, stand away from the desk and wait for your name to be called. Have your government-issued photo identification available and be ready to board the aircraft immediately after receiving your boarding pass. If you cannot be accommodated, you will then be automatically transferred to the Priority List of the next scheduled flight and will maintain priority within the same classification based on your original check-in time. In some high frequency markets, operational requirements may govern that you are rolled over to flights in one-hour increments only, i.e. between DFW and ORD.

If you and your travelers do not intend to travel on a specific flight, you may not check in for that flight in order to be rolled to a later flight for the purpose of obtaining an earlier check-in time.

You may not be rolled to the Priority List of any other city/airport. If you wish to [standby](#) at an airport different from the one you originally planned, you will need to change your flight listing and be placed on the appropriate Priority List for that airport.

Your boarding priority is based on your travel classification and the time you initially checked in. Preference for class of service will be offered in order of boarding priority when possible.

**Note:** Revenue customers and higher priority non-rev travelers will be accommodated before you. All space available passengers may be upgraded or downgraded to accommodate revenue passengers or for other operational considerations. Non-rev travelers will not be assessed extra charges if involuntarily upgraded after boarding if departure activities preclude removal. Pass travelers who are downgraded will be eligible for a refund of the difference in service charges. Upgrading will be accomplished by an agent prior to boarding. Flight Attendants are not authorized to upgrade space available travelers.

For more information, see: [Family Member and Guest Traveler Registration](#)

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[Home](#) » [TRIP Book](#) » [Travel Procedures](#) » [Flight Check-In](#) » Jetnet Check-In

## Jetnet Check-In (AAI10375)

### American Airlines

You may access Jetnet to [check in online](#) for your flights when [traveling for business](#) or pleasure. Here are the requirements for using Jetnet Check-In:

Jetnet Check-In may only be used for domestic flights. This includes the 48 contiguous U.S. states plus Hawaii and Alaska, Puerto Rico, and the U.S. Virgin Islands.

**Note:** [Self-Service machines](#) and Jetnet Check-In may not check you in for international [segments](#) or even for domestic segments when you are connecting to an international flight. You must physically see an agent and have your international documentation (i.e. passports, etc.) checked. This must be done in the upline city at the first point of contact. Therefore, an Airport Agent must check in even the domestic segment(s) of an international itinerary.

You must be [traveling ticketless](#).

You may check in four (4) hours before the flight's scheduled departure time.

You may not check in later than one (1) hour before the flight's scheduled departure time.

You may check in yourself and any of your registered travelers. If you are unable to physically give a Priority Verification Card or a boarding pass to one of your registered travelers, select the No Printer option to place them on the [Priority List](#). They will need to get a Priority Verification Card at a Self-Service machine and proceed to the gate to wait for their name to be called.

If you do not have a printer, check the No Printer option and you will be placed on the Priority List, but you will have to check in at a Self-Service machine at the airport for a Priority Verification Card. You will then proceed to the gate for boarding pass issuance.

If you have bags to check, you may still use Jetnet Check-In. When you get to the airport, check your bags using Self-Service Check-In machines or Curbside Check-In at the airport. If Self-Service Check-In or Curbside Check-In is not available, proceed to the ticket counter to check your bags. Remember to allow enough time at the airport to check your bags.

## Using Jetnet Check-In

Log on to Jetnet with your User ID and Password; then access Jetnet Check-In from the [Travel page](#).

**Note:** Your password is secure; do not give it out. When using shared PCs, remember to log out of Jetnet after you are finished with your transactions.

First time users must accept the terms and conditions.

You will need to know your departure date, departure city, and flight number.

Select the traveler(s) you wish to check in.

If you have a printer, you will receive a Priority Verification Card or a boarding pass if:

- The flight is not restricted;
- the flight has enough open seats;
- you have not listed for a premium cabin;
- you have indicated that your computer is hooked up to a printer.

You will be placed on the Priority List if:

- The flight is restricted;
- the flight does not have enough open seats;
- you have indicated that you do not have access to a printer.

If your itinerary includes a connecting segment(s), it is possible that you will receive a boarding pass for the originating segment and be placed on the Priority List for the connecting segment(s).

For more information, see:

- [Domestic and International Travel Flight Priority List](#)
- [Pass Classifications and Boarding Priority](#)
- [Self-Service Check-In](#)

**TWA**

You may access Jetnet to [check in online](#) for your flights when traveling for business or pleasure. Here are the requirements for using Jetnet Check-In:

Jetnet Check-In may only be used for domestic flights. This includes the 48 contiguous U.S. states plus Hawaii and Alaska, Puerto Rico, and the U.S. Virgin Islands.

**Note:** [Self-Service machines](#) and Jetnet Check-In may not check you in for international segments or even for domestic segments when you are connecting to an international flight. You must physically see an agent and have your international documentation (i.e. passports, etc.) checked. This must be done in the upline city at the first point of contact. Therefore, an Airport Agent must check in even the domestic [segment\(s\)](#) of an international itinerary.

You must be [traveling ticketless](#).

You may check in four (4) hours before the flight's scheduled departure time.

You may not check in later than one (1) hour before the flight's scheduled departure time.

You may check in yourself and any of your registered travelers. If you are unable to physically give a Priority Verification Card or a boarding pass to one of your registered travelers, select the No Printer option to place them on the [Priority List](#). They will need to get a Priority Verification Card at a Self Service machine and proceed to the gate to wait for their name to be called.

If you do not have a printer, check the No Printer option and you will be placed on the Priority List, but you will have to check in at a Self-Service machine at the airport for a Priority Verification Card. You will then proceed to the gate for Boarding Pass issuance.

If you have bags to check, you may still use Jetnet Check-In. When you get to the airport, check your bags using Self-Service Check-In machines or Curbside Check-In at the airport. If Self-Service Check-In or Curbside Check-In is not available, proceed to the Ticket Counter to check your bags. Remember to allow enough time at the airport to check your bags.

## Using Jetnet Check-In

Log on to Jetnet with your User ID and Password; then access Jetnet Check-In from the [Travel page](#).

**Note:** Your password is secure; do not give it out. When using shared PCs, remember to log out of Jetnet after you are finished with your transactions.

First time users must accept the Terms and Conditions.

You will need to know your departure date, departure city, and flight number.

Select the traveler(s) you wish to check in.

If you have a printer, you will receive a Priority Verification Card or a Boarding Pass if:

- The flight is not restricted;
- the flight has enough open seats;
- you have not listed for a premium cabin;
- you have indicated that your computer is hooked up to a printer.

You will be placed on the Priority List if:

- The flight is restricted;
- the flight does not have enough open seats;
- you have indicated that you do not have access to a printer.

If your itinerary includes a connecting segment(s), it is possible that you will receive a Boarding Pass for the originating segment and be placed on the Priority List for the connecting segments(s).

For more information, see: [Self-Service Check-In](#)

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## Self-Service Check-In (AAI10372)

## American Airlines

Self-Service Check-In is available for employee travel check-in at ticket counter and gate locations in select airports as well as some work locations.

Employee travel check-in using Self-Service machines is fast, simple, and available until 30 minutes (or 40 minutes at some locations) before scheduled departure. Once you have [flight listed](#) for your trip, go to any Self-Service Check-In machine and swipe one of the following:

Existing travel cards; however, if your travel card is lost, stolen, or is demagnetized, a new travel card will not be created.

Major credit cards (American Express, Visa, Mastercard, Discover, etc.)

- The Self-Service Check-In machines will not read the account number on the credit card. The credit card is used solely for purposes of name verification, and your travel charges will be deducted from your paycheck (active employees) or mailed to your home address ([retirees](#)).
- To use a credit card for check-in, the name on the credit card must match how the traveler's name was registered. You should register your travelers using the name found on his or her government issued ID card.

Debit card (with Mastercard or Visa Logo)

Only one (1) person in the flight listing will need to have a credit card or travel card for check-in. The Self-Service Check-In machine will be able to check-in everyone in the same flight listing using a single credit card swipe.

When using Self-Service Check-In:

[Ticketless passengers](#) may obtain boarding pass/seat selection for [coach cabin](#) when flight is not restricted.

If your flight is restricted, place yourself on the [Priority List](#) and complete the check-in process at the gate.

[Ticketed passengers](#) may use the Self-Service Check-In machine for priority listing only.

Place yourself on the Priority List for a premium cabin. You will then need to go to the gate for issuance of the premium cabin boarding pass, if available.

Employees traveling on [Company business](#), including deadheading crewmembers using A1D and A3D classifications, may obtain a boarding pass and request an upgrade to a premium cabin if holding a confirmed reservation. If unconfirmed, you may place yourself on the Priority List.

Boarding pass issuance or priority listing may occur up to 4 hours prior to the scheduled departure time for personal [space available](#) travel and up to 24 hours prior to departure time for [positive space](#) business travel. Some international locations do not allow priority listing for business travel the day before the scheduled flight due to local security direction.

Check baggage (ticket counter locations only).

Crewmembers with [jumpseat](#) authorization will have their [Flight Deck Jumpseat \(FDJ\)](#) and [Cabin Jumpseat \(CJ\)](#) authority added to the Priority List remarks. FDJ authorized travelers may be asked for their seniority number by a Gate Agent, if needed.

Travelers will need to check in with an agent if:

- They do not have a credit card or travel card;
- the name on their credit card does not match their flight listing;
- they desire an earlier flight than current listing;
- more than four (4) people are flight listed in the same PNR;
- they are in a location that does not have Self-Service machines.

If you are traveling on international flights, employees may use the Self-Service Check-In devices at the airport by swiping their passport or inserting a credit card through the machine's reader and selecting their itinerary.

If an employee is traveling with a passport that is not machine-readable, they simply follow the prompts on the screen to enter the information manually.

Employees who are residents of the U.S. but not U.S. citizens will be asked to swipe their U.S. alien resident cards.

After completing the identification process, a boarding pass or priority verification card will be issued to allow access through security.

All employees will still have their documents verified, whether by an agent during Self-Service Check-In or by an agent at the gate prior to boarding.

Important information to remember:

Ensure you register a guest using his or her name as shown on his or her government issued ID card. Flight listings are created using a person's name as it was registered. When checking in, a person's name in the flight listing has to match the name on his or her government issued ID.

All non-rev travelers must be registered and flight listed before checking in. Travelers should use the Self-Service Check-In machines when available for travel within the U.S.

You must check in at least 30 minutes (or 40 minutes at some locations) prior to departure when using Self-Service Check-In machines.

For more information, see:

[Domestic and International Travel Flight Priority List](#)

[Jetnet Check-In](#)

[Pass Classifications and Boarding Priority](#)

## TWA

Self-Service Check-In is available for retiree travel check-in at ticket counter and gate locations in select airports as well as some work locations.

Based on current security regulations, Self-Service Check-In can only be used for travel within the U.S.

Check-in using Self-Service machines is fast, simple, and available until 30 minutes before scheduled departure. Once you have flight listed for your trip, go to any Self-Service Check-In machine and swipe one of the following:

Existing travel cards; however, if your travel card is lost, stolen, or is demagnetized, a new travel card will not be created.

Major credit cards (American Express, Visa, Mastercard, Discover, etc.)

- The Self-Service machines will not read the account number on the credit card. The credit card is used solely for purposes of name verification, and your travel charges will be mailed to your home address.
- To use a credit card for check-in, the name on the credit card must match how the traveler's name was registered. You should [register](#) your travelers using the name found on his or her government issued ID card.

Debit Card (with Mastercard or Visa Logo)

Only one (1) person in the flight listing will need to have a credit card or travel card for check-in. The Self-Service Check-In machine will be able to check in everyone in the same flight listing using a single credit card swipe.

When using Self-Service Check-In, you will be able to:

[Ticketless](#) passengers may obtain boarding pass/seat selection for [coach cabin](#) when flight is not restricted.

If your flight is restricted, place yourself on the [Priority List](#) and complete the check-in process at the gate.

Ticketed passengers may use the Self-Service Check-In machine for priority listing only.

Place yourself on the Priority List for a premium cabin. You will then need to go to the gate for issuance of the premium cabin boarding pass, if available.

Check baggage (ticket counter locations only).

Travelers will need to check in with an agent if:

- They do not have a credit card or travel card;
- the name on their credit card does not match their flight listing;
- they have an international segment in their itinerary;
- they desire an earlier flight than current listing;
- more than four (4) people are flight listed in the same PNR;
- they are in a location that doesn't have Self-Service machines.

Important information to remember:

Ensure you register your family member using his or her name as shown on his or her government issued ID card. Flight listings are created using a person's name as it was registered. When checking in, a person's name in the flight listing has to match the name on his or her government issued ID.

All non-rev travelers must be registered and flight listed before checking in. Travelers should use the Self-Service Check-In machines when available for travel within the U.S.

You must check in at least 30 minutes prior to departure when using Self-Service Check-In machines.

For more information, see: [Jetnet Check-In](#)

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[Home](#) » [TRIP Book](#) » [Travel Procedures](#) » Jumpseat Accommodations

The following information is available for Jumpseat Accommodations

[Overview of Jumpseat Accommodations](#)

[Cabin Jumpseat](#)

[Flight Deck Jumpseat](#)

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## Overview of Jumpseat Accommodations (AAI10331)

### American Airlines

#### D1 Pass Usage

Pilots and Flight Attendant are eligible to use their jumpseat privileges in order to travel for personal/business purposes. D1 pass usage will apply when crewmembers are listed as D1 priority and accommodated in either the [Flight Deck \(FDJ\)](#) or [Cabin \(CJ\) Jumpseat](#).

For more information, see:

[Cabin Jumpseat](#)

[Flight Deck Jumpseat](#)

[Pass Classifications and Boarding Priority](#)

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## Cabin Jumpseat AAI10345

### American Airlines

Accommodation on flights in the [Cabin Jumpseat \(CJ\)](#) is considered Class "X" Travel. This class of travel is governed by the provisions of the Flight Manual and the Flight Department Administrative Guide (FDAG). In general, CJ may be authorized for:

Official [Company business](#) (check rides, deadheading, etc.); or  
personal travel by eligible personnel.

Individuals listed below may be accommodated in the CJ: (See F\*PSM/CJ in Focus for a complete listing.)

Qualified AA and TWA LLC Flight Service personnel; or  
eligible American and American Eagle Flight Attendants (including Flight Attendants on Leaves of Absence (LOA) who  
qualify for travel privileges).

**Note:** American Eagle Flight Attendants may only travel in the [jumpseat](#) for personal travel purposes and will be accommodated  
after all American Airlines Flight Attendants traveling on business or personal [pass classification](#).

## American Flight Attendants

CJ travel is available if your travel display shows you are authorized for "CJ". You will be accommodated in the jumpseat based on  
your pass classification (generally, D2 for most Flight Service personnel) and time of [check-in](#). If you are accommodated in the CJ on  
a flight, no [service charge](#) will be assessed.

Jumpseat travelers are assessed on applicable [international departure taxes/fees](#) for personal travel.

If you are seated in a CJ, you may not consume alcoholic beverages and no meal will be provided.

When traveling on multi-leg itineraries, you must advise the agent at each departure city of your willingness to ride the CJ. The 'CJ'  
is automatically added to the remarks field of the [Priority List](#) on the originating flight segment but it does not carry over to the  
Priority Lists of connecting flights.

## American Eagle Flight Attendants

CJ travel is available if your travel display shows you are authorized for "CJEAG". American Eagle Flight Attendants will be  
accommodated in the jumpseat based on personal travel pass classification only (for example, D1 or D2 only) and time of check-in  
only after all AA Flight Attendants desiring the jumpseat have been accommodated and when there are no cabin seats available.

You may only be accommodated on an American Airlines jumpseat if you are traveling on personal pass privileges (for example, D1  
or D2 only), business pass classification (for example, A1 or A3 are not permissible to ride on the jumpseat).

If you are accommodated in the cabin jumpseat, no service charge will be assessed.

Jumpseat travelers are assessed applicable international departure taxes/fees for personal travel.

If you are seated in a cabin jumpseat, you may not consume alcoholic beverages and no meal will be provided.

When traveling on multi-leg itineraries, you must advise the agent at each departure city of your willingness to ride the cabin  
jumpseat. The 'CJEAG' is automatically added to the remarks field of the Priority List on the originating flight segment but it does  
not carry over to the Priority Lists of connecting flights.

You will only be accommodated in the cabin jumpseat when there are no cabin seats available and no AA Flight Attendants desire  
the cabin jumpseat.

For more information, see:

[Conduct and Expectations](#)

[Flight Deck Jumpseat](#)

[Pass Classifications and Boarding Priority](#)

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[Home](#) » [TRIP Book](#) » [Travel Procedures](#) » [Jumpseat Accommodations](#) » Flight Deck Jumpseat

## Flight Deck Jumpseat (AAI10339)

**American Airlines**

Certain qualified individuals are allowed to travel in the [Flight Deck \(cockpit\) Jumpseat \(FDJ\)](#). These individuals may be accommodated as outlined below:

To meet official federal government requirements or requests;  
to conduct official company business. Specified in the Flight Manual (controlled by the Flight department); or  
for personal travel (excluding charter flights) by crewmembers as authorized in the employee's Traveler information.

You may be accommodated in the FDJ if you meet one of the following criteria: (See [F\\*PSM/FDJ](#) in Focus for a complete listing.)

Qualified AA and American Eagle crewmembers;

- FDJ travel authority. If your travel display shows authorized for "FDJ", you have FDJ travel authority and may be accommodated in the Flight Deck Jumpseat;
- if you are accommodated in the cockpit jumpseat on a flight, no [service charge](#) will be assessed;
- [Jumpseat travelers](#) are assessed applicable [international departure taxes/fees](#) for personal travel; and
- when traveling on multi-leg itineraries, you must advise the agent at each departure city of your willingness to ride the jumpseat. The FDJ is automatically added to the remarks field of the [Priority List](#) on the originating flight segment but it does not carry over to the Priority Lists of connecting flights.

eligible AA non-cockpit crewmembers; or

eligible federal government personnel.

*See the Flight Manual Part One (1) for detailed policies and procedures.*

## Boarding Priority and Ticketing Procedures

Personal travel boarding priority for jumpseat accommodations of cockpit crewmembers is determined by occupational seniority rather than travel classification.

AA cockpit crewmembers ("FDJ AA") traveling D2 have priority on AA aircraft over all other airline crewmembers including American Eagle regardless of travel classification.

American Eagle cockpit crewmembers ("FDJ EAG") traveling D2 have priority on American Eagle aircraft over all other airline crewmembers including AA regardless of travel classification.

See F\*PSM/JUMPSEAT in Focus for accommodation procedures.

For more information, see:

[Cabin Jumpseat](#)  
[Pass Classifications and Boarding Priority](#)

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The following information is available for Pass Bank

[Pass Bank Allowance](#)  
[Pass Bank Summary](#)

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## Pass Bank Allowance (AAI10504)

### American Airlines

You are eligible for a [travel pass bank](#) allowance of 24 one-way [service charge](#) passes. You can use these passes in any combination you like. You can use all 24 for your [parents](#), or you can use some for your [Registered Companion \(RC\)](#) or friends (if eligible). Unused [guest passes](#) from one (1) year cannot be carried over for use in the next year.

After you earn two (2) years of Company seniority, you are able to provide [standby](#) D3 passes to friends and other family members. D3 travelers are granted seat assignments after D1 and D2 travelers, regardless of check-in time. D3 service charges are higher than D2 service charges.

**Note:** If an employee leaves the Company and returns or gets re-employed in the same calendar year, they do not get a new pass bank.

A [one-way trip](#) can be a maximum of four (4) [segments](#) in a 14-day period. Once a guest pass traveler begins a fifth segment or travels after the 14th day since the one-way trip commenced, a second one-way trip automatically begins and is deducted from your pass bank. In addition, if the traveler returns to their [origin city](#), or to a city within 100 miles of their origin city, a second one-way trip is deducted, and any further travel from the origin city will begin a new one-way. This is true even if the return to the origin city is outside of the 14-day window.

The purpose of the 100-mile rule is to discourage travelers from ending their trip close to the true originating airport in order to avoid using a second trip. It is assumed that travelers are taking a trip that will ultimately take them back to their true origin city, even when the return to the origin city is more than 14 days after the trip began. There are reasons that a traveler must go through a city within 100 miles of their true origin, such as Dallas to Waco or Chicago to Milwaukee. In these cases, an additional trip will not be generated.

Examples of One-ways	
IAH-DFW-ORD-BRU	ORD-SFO-DFW-IND
PDX-ORD-MIA-STT	SJO-MIA-ORD-CDG
IAH-IAD-MIA	BOS-STL-ORD-LAX-HNL
Examples of two One-ways	
LAX-DFW-SNA	LAX and SNA are co-terminals
MSY-DFW-SEA-DFW-MSY	Guest returns to origin city
ORD-SFO-DFW-ORD	Guest returns to origin city
JFK-DFW-PHL	Guest returns within 100 miles of origin
PDX-ORD-MIA-STT-MIA-LAX	The fifth segment begins the second trip

Make sure you know and trust the person you provide pass travel to, because you are responsible for the actions of anyone who travels using your passes. AA reserves the right to withhold travel privileges from any employee whose guest has acted inappropriately.

You may register your parents, RC, other family members, and friends for pass travel, but we do have a few exceptions. You may not provide pass travel for:

- A former employee who was discharged for any type of misconduct;
- a former employee who [resigned](#) in lieu of discharge for any type of misconduct;
- any employee whose travel privileges have been revoked;
- any employee on a Leave of Absence (LOA) which does not allow the employee to fly during the leave (for example, Sick Leave of Absence (SKLOA), Injury-on-Duty Leave of Absence (IDLOA)).

Your guest passes are for personal use only and cannot be used for [business](#) or commercial purposes. You may not sell, purchase, donate, trade, or otherwise exchange guest passes for goods or services, but you can ask people who use your guest passes to reimburse you for your break-even costs associated with providing them a pass. D3 service charges are equivalent to the fair market value for tax purposes, and therefore do not have any income tax implications. See [Determining Service Fees](#) for more information on service fees and imputed income.

**Note:** If your guest begins a one-way in December and the continuation of that same one-way goes into January, guest travel will deduct from the pass bank of the **previous** year. All one-ways that begin in the new year, including a return to the origin city, will deduct from the new year's pass bank.

To allow for the processing of all one-ways from the end of the year, the [pass bank summary](#) located on your Travel History or Traveler Information page will not reflect your new pass bank allotments until the first week of January each year; however, your actual pass banks will be replenished and available for use on January 1 of each year.

## Travel on American Connection® Flight

D3 guests may not travel on flights operated by American Connection® (such as, Corporate, Chautauqua, and Trans States Airlines). Parents and RCs share four (4) round trip passes per year for travel on American Connection® flights. These 4 round trip passes are in addition to your 24 annual one-way passes on American Airlines or American Eagle. However, any parent or RC travel connecting to or from an American Connection® flight deducts from your pass bank.

For more information, see:

[Family Member and Guest Traveler Registration](#)

[Pass Classifications and Boarding Priority](#)

[Violation of Travel Privileges](#)

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## Pass Bank Summary (AAI10505)

### American Airlines

You may view your travel history by logging on to Jetnet, [Travel](#), or Travel History. Travel History reflects all personal and [business travel](#) flown under your employee number. In addition, management employees may view all A-type travel authorized with their employee number (such as, 4AUTH/123456/NAME).

On the Travel History page the [pass bank](#) summary allows you to view the number of annual [one-way trips](#) allotted in your pass bank, the number of trips already flown in the current year and how many one-way trips you have remaining for that year.

Travel History details may be sorted by Traveler, Pass Bank Number, or Flight Date.

In addition, when the final one-way pass has been completed, your pass bank travelers will be deactivated until December 28 of that year. Beginning on December 28, you will have the opportunity to [flight list](#) your pass bank travelers for flights beginning in the next calendar year. Although they will be activated, your pass bank travelers are not [eligible to travel](#) from December 28 through December 31 if you have reached your current year's pass bank allotment.

In addition, the Travel History page will only reference the previous year and current year of travel which includes employee personal and business travel and personal travel for all registered guests.

**Note:** [Registered Companions \(RCs\)](#) will not be deactivated since they are eligible for four (4) one-way D1 passes that do not come out of your pass bank. However, once the pass bank allotment is exhausted, RCs may not use any additional D2 passes for the current year.

For more information, see:

[Family Member and Guest Traveler Registration](#)

[Pass Bank Allowance](#)

[Pass Classifications and Boarding Priority](#)

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## Pass Classifications and Boarding Priority (AAI10353)

### American Airlines

There are various pass classifications that you are allowed to use for personal pass travel on American Airlines and American Eagle. Boarding priority, or who boards the aircraft first, is determined by a combination of boarding priority and the time you [check-in](#) for your flight.

You are eligible for personal travel privileges for you, your spouse, Company-recognized [Domestic Partner \(DP\)](#) or [Registered Companion \(RC\)](#), your [dependent children](#), and your [parents](#). With two (2) years or more of company seniority, you will receive pass travel for other family members and friends (D3 Passes).

Before anyone can travel, he or she will first need to be [registered](#). Registration is available solely on Jetnet's [Travel page](#).

### D1 Passes

You and your dependent children are each eligible for four (4) [standby](#) one-way D1 classification passes per calendar year. Your [spouse](#) or Company-recognized DP or RC is also eligible for four (4) standby one-way D1 classification passes per year all of which come from the same four (4) pass bank. The four (4) D1 passes for your spouse or DP or RC is refreshed each calendar year, not each time the eligible traveler's status or relationship changes.

For example, if you have a RC who uses two (2) D1 passes at the beginning of the year and you change the RC to another person's name, the new RC only has two (2) D1 passes remaining for that year. *The example also applies to changing a RC to spouse, RC to DP, spouse to RC, etc.*

*If you are an employee or [retiree](#) and married to another AMR employee or an AMR retiree, you are both [eligible to travel](#) on each other's four (4) one-way D1 passes; however, you must draw respectively from each others [pass bank](#) account.*

Employees on a Leave of Absence (LOA), except overage, timecard, military, and family leaves, are **not** eligible for D1 travel. Parents are never eligible for D1 travel. D2 [service charges](#) apply to D1 travel. At the airport, a D1 traveler is granted a seat assignment before a D2 traveler, regardless of check-in time.

**Note: D1 pass usage will apply when crewmembers are listed as D1 priority and accommodated in either the [Flight Deck Jumpseat \(FDJ\)](#) or [Cabin Jumpseat \(CJ\)](#).**

As of January 1, 2007, using your D1 passes will be much easier and allow you more routing options. A D1 [one-way trip](#) can be a maximum of four (4) [segments](#) in a 14-day period. Once a guest pass traveler begins a 5th segment or travels after the 14th day since the one-way trip commenced, a second D1 one-way trip automatically begins and is deducted from your [pass bank](#). In addition, if the traveler returns to their [origin city](#), or to a city within 100 miles of their origin city, a second D1 one-way trip is deducted, and any further travel from the origin city will begin a new one-way. This is true even if the return to the origin city is outside of the 14-day window.

The purpose of the 100-mile rule is to discourage travelers from ending their trip close to the true originating airport in order to avoid using a second trip. It is assumed that travelers are taking a trip that will ultimately take them back to their true origin city, even when the return to the origin city is more than 14 days after the trip began. There are reasons that a traveler must go through a city within 100 miles of their true origin, such as Dallas to Waco or Chicago to Milwaukee. In these cases, an additional trip will not be generated.

Tracking your D1 passes is still your responsibility and the [Travel History](#) information on Jetnet will still log the usage. However, if you or eligible registered travelers go over the D1 allotment, D1 travel privileges for you and all eligible registered travelers will automatically shut-off. This new automatic shut-off allows all employees to have the same advantages of higher boarding priority.

Once you have checked in for a flight, you may not change to a lower or higher priority for that flight (i.e., D1 to D2 or D2 to D1). However, you may check in for a later flight with a new check-in time with a change in priority.

### D2 Passes

You, your spouse or Company-recognized DP, and your dependent children are eligible for unlimited standby D2 classification service charge passes. If you are not legally married and you are not in a Company-recognized domestic partnership, you may

register a companion who will also fly D2 priority. RC travel deducts from your annual [pass bank](#) of 24 one-way passes. You may not use D2 passes for business purposes.

U.S., Canada, and Europe-based active employees and retirees and their D2 guests travel ticketless. Employee travel charges will be payroll deducted; retiree travel charges will be billed monthly and mailed to your home. Employees not based in the U.S., Canada, or Europe prepay service charges at American or American Eagle ticketing locations.

## D2 or D2P Travel on American Connection Flights

Since American Connection flights are operated by Other Airlines (OAL), travel on them are subject to our interline agreement which requires the employee to have a **minimum of six (6) months of continuous service**. When you become eligible for travel on OAL, which includes American Connection, your traveler list on Jetnet and in SABRE will show a (Y) or a (\*) in the OAL column. When eligible for travel on American Connection:

The employee, spouse or Company-recognized DP, and dependent children are eligible for unlimited standby D2 classification service charge passes on American Connection. D3 travel is not allowed on American Connection.

The employee's parents and RC share four (4) round trip passes per year for travel on American Connection flights. These 4 round trip passes are in addition to your 24 annual one-way passes on American Airlines or American Eagle. However, any parent or RC travel on AA or American Eagle flights connecting to or from an American Connection flight will deduct from your pass bank.

On flights operated by American Connection, you will be boarded after American Connection priority travelers, even though the [Priority List](#) will show you ahead of priority American Connection. See Sabre Star [N\\*TVLAACP](#), for more details.

If eligible for [ticketless travel](#) on American Airlines or American Eagle, you will also fly ticketless on American Connection.

Your travel privileges may be suspended or permanently revoked if you or your guest travelers do not follow these policies.

[AA20](#) discount revenue tickets may not be purchased for travel on American Connection flights.

## Parent Travel

Parents traveling on the same flight as the **employee** may travel D2. Parents traveling on flights without the employee (even if spouse or dependent children are on board at D2 priority) must travel D2P, which is a boarding priority just below D2 and above D3 travelers. D2 service charges apply to both D2 and D2P parent travel. See paragraph in D2 Passes section above for more information on parent travel on flights operated by American Connection carriers.

## D3 Passes

[Pass travel classification](#) for extended family members and friends eligible to travel using employee's [annual pass allotment](#). D3 [service charges](#) are higher than D1, D2, and D2P classifications. American Airlines and American Eagle employees receive D3 travel privileges when reaching two (2) years company seniority. D3 guests may only travel on flights operated by American Airlines or American Eagle, and **may not** travel on flights operated by American Connection.

## Boarding Priority

You will be assigned boarding priority within your travel classification based on the check-in time entered in SABRE. Preference for class of service will be offered in order of boarding priority when possible. **Note:** *The revenue customers and higher priority non-rev travelers will be accommodated before you.* [Through passengers](#) are boarded before all local passengers with the same boarding priority, regardless of check-in time. For information on all boarding priority codes see [Web Reference Standby Codes - Non-Revenue](#).

Travelers will be boarded in the class of service elected by the traveler, if available, unless specific restrictions by segment and/or market have been imposed.

All [space available](#) passengers may be upgraded or downgraded to accommodate revenue passengers or for other operational considerations. Non-rev travelers will not be assessed extra charges if involuntarily upgraded after boarding if departure activities preclude removal. Pass travelers who are downgraded will be eligible for a re-fund of the difference in service charges.

Upgrading will be accomplished by an agent prior to boarding. Flight Attendants are not authorized to upgrade space available travelers.

For more information, see:

[Overview of Travel Service Charges](#)  
[Pass Travel Embargoes Through Passengers](#)

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## Personal Emergency (A9) Travel (AAI10400)

### American Airlines

Topics on this page are:

[Overview](#)  
[Eligible Flights for A9 Emergency Travel](#)  
[Eligibility to Travel on A9 Emergency Travel Pass](#)  
[When to Use A9 Emergency Travel Pass](#)  
[Booking A9 Emergency Travel Pass](#)  
[Service Charges for A9 Emergency Travel](#)

### Overview

Emergencies involving out of town family members occur. In an effort to help you through this difficult time, [A9 travel](#) is offered to you and certain members of your family when a personal emergency involving death or imminent death due to a life-threatening illness or injury of certain relatives occurs. A9 emergency travel is allowed for travel and all travel must be completed within 15 days of the emergency. Every effort will be made to place you and your [eligible travelers](#) onboard due to the personal emergency situation.

*Personal emergency (A9) travel is not intended for non-emergency situations such as planned surgeries or planned medical procedures, even if they may be considered life-threatening (for example, open-heart surgery). A9 travel is also not intended for ongoing trips to care for an ill or injured relative.*

As listed in "[When to Use A9 Emergency Travel Pass](#)" you may request a second A9 emergency travel pass in the unfortunate event the illness or injury results in the death of your relative.

If the personal emergency involves the death of certain members of your family and you must travel, A9 emergency travel can be [booked](#) up to 72 hours after the death of a relative. A9 travel may be authorized for the return trip home up to 14 days after the death, funeral, or memorial service but should be booked at the same time as the originating flight if at all possible to keep the PNR active. Enroute elective stopovers are not permitted.

*If you are on a Leave of Absence (LOA) with reinstatement rights or have been withheld from service, you are eligible for A9 travel for qualifying reasons.*

**Note:** Although Flight Attendants on an Educational Leave of Absence (ELOA) do have reinstatement rights, there are no [travel privileges](#), including A9, associated with this leave.

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### Eligible Flights for A9 Emergency Travel

You may travel on any flight operated by American Airlines or American Eagle using an A9 pass. **[A9 travel is not allowed on flights operated by American Connection.](#)**

### Eligibility to Travel on A9 Emergency Travel Pass

Active [regular](#) and [retired employees](#), Company-recognized [Domestic Partners \(DPs\)](#), [Registered Companions \(RCs\)](#), and your (the employee's or [retiree's](#)) immediate family members are eligible to travel on an [A9 emergency](#) pass:

- [Spouse](#) (surviving spouse)
- children ([dependent](#) or non-dependent)
- [parents](#) \*
- sister or step-sister
- brother or step-brother

\*Parents are defined as two (2) parents, who must be the same two (2) designated as your annual D2 parents. Any additional parents, i.e. step-parents must travel D3.

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## When to Use A9 Emergency Travel Pass

Active and retired employees and the listed members of your family, Company-recognized [Domestic Partners \(DP\)](#), and [Registered Companions \(RC\)](#), may be issued an [A9 emergency pass](#) for travel due to a life-threatening illness, life-threatening injury or death of YOUR (the employee or [retiree's](#)) relatives as listed:

- Employee;
- [spouse](#) or Company-recognized DP;
- [children](#) or step-children (both dependent and non-dependent);
- sister or step-sister;
- brother or step-brother;
- father, step-father, or father-in-law;
- mother, step-mother, or mother-in-law;
- grandparents, step-grandparents, or grandparents-in-law;
- grandchildren or step-grandchildren; or
- RC

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## Booking A9 Emergency Travel Pass

First check to see that American Airlines or American Eagle is the flight's operating carrier. You may not use an [A9 pass](#) on flights operated by American Connection ® carriers.

### Booking Using Sabre

Use the same booking procedures as [business travel](#), but use "H" class of service instead of "E". For more information, see Sabre Star record [N\\*A9TVL](#). Your Manager should create your PNR with the 4AUTH entry:

**4AUTH** /Manager's employee number/Manager's last name.

**For example:** 4AUTH/123456/SMITH

You may upgrade to first or business class, if available, at the departure gate in accordance with the [Priority List](#) processing. Make sure to include the priority code A9 and desired cabin in the (7PS) ticketing field of the PNR.

**For example:** 7PS-A9Y (desire coach cabin) or 7PS-A9F (desire first class)

**Note:** If the [A9-eligible traveler](#) is not in the employee's traveler list, or if the eligible traveler(s) have been suspended (an 'X' is showing next to their name), create the name entry in the PNR using the selection entry format:

E\*+-A9/LASTNAME/FIRSTNAME after displaying the employee's list using E\*#123456.

## If you are Unable to Contact your Manager

You may call [1-888-WE-FLY-AA](tel:1-888-WE-FLY-AA) for emergency travel assistance. If you are involved in the emergency, your [spouse](#) or Company-recognized [Domestic Partner \(DP\)](#), other family member, or [Registered Companion \(RC\)](#) may call. A PNR will be created with an authorization for [emergency travel](#). A copy of your PNR will be sent to your Manager. You must notify your Manager as soon as possible that A9 travel has been authorized for you and any [eligible guests](#).

**Note:** You will need to provide your Manager with information on the nature of the emergency and why it was impossible to obtain the authorization through normal channels.

**Abuse of A9 travel will result in permanent revocation of travel privileges and corrective action up to and including immediate termination.**

## Retirees

Once you [retire](#), you, your spouse or Company-recognized DP, or RC and/or your eligible family members may request A9 emergency pass travel on AA/American Eagle by calling [1-888-WE-FLY-AA](tel:1-888-WE-FLY-AA) for emergency travel assistance. If you are outside of the U.S., you may call the local reservations number.

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## Service Charges for A9 Emergency Travel

You do not have to pay a [service charge](#) for [A9 emergency pass travel](#), and emergency travel passes used by your designated family members or [Registered Companion \(RC\)](#) are not deducted from your [pass bank](#). D3 travel used in conjunction with emergency travel, is deducted from your annual allotment and D3 service charges do apply.

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For more information, see: [Travel Privileges on Termination](#)

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## Procedures for International Travel (AAI10409)

### American Airlines

[Ticketless](#) personal and [business travel](#) is allowed **systemwide** (including to or from Japan).

When traveling to international destinations, you and your [guest travelers](#), including children, are required to have appropriate documentation (i.e., passport, visa, etc.) to enter and return, connect, or travel through another country. For information on specific documents required for travel to another country, visit Jetnet's [Travel Planner](#) and select "**International Travel**", or refer to [Web Timatic](#), or contact the consulate for the destination country. [Space available](#) travelers, including [Industry Discount \(ID\)](#) travelers on Other Airlines (OAL), are not eligible to transit (TWOV) any country without proper documentation for the transit country. For example, a passenger traveling San Francisco to Manila, Philippines on a flight that makes a stop in Seoul, Korea must have the proper documentation for entering both the Philippines and Korea.

If you and/or your [pass travelers](#) do not obtain and carry the documentation required for international travel, it can result in denied boarding as well as substantial fines for American Airlines and in some cases, to you and your travel guests.

**When flying ticketless on international routes, you must flight list for round-trip travel and carry a copy of your itinerary.** The itinerary may be a copy of the PNR in Sabre or a printed confirmation from Jetnet's Travel Planner. Immigration officers outside your home country may ask to see your itinerary, which provides proof of intent to depart the country within allowable time limits. This requirement applies to both personal and business travel. If unable to book a confirmed return trip for [positive space](#) business travel, you must [flight list](#) (unconfirmed) in (E) class. See [Business Travel Booking Procedures](#) for instructions.

Due to security restrictions that apply for international destinations, it is necessary for you to travel on the same flights as your checked [baggage](#). For this reason, once you and/or your pass travelers are placed on the [Priority List](#), you must be willing to accept any seat assignment when accommodated. Refusing a seat assignment for a more desirable seat or higher class of service on another flight is not permitted, as it will require your bags to be removed from the flight and can result in a possible delay of the flight. If you have not checked any bags, you may refuse the seat assignment if you choose.

A personal contact name and telephone number (4PCTC) must be included in the PNR. See Sabre Star record [N\\*4PCTC](#) for further information.

Note that effective May 29, 2002, passport information (4PSPT) must be entered by the Airport Agent at [check-in](#). Employees should no longer put this information in meal listings.

You and your pass travelers should observe warnings posted on the [U.S. State Department's travel warnings](#).

## Electronic Travel Authorization (ESTA)

The Electronic System for Travel Authorization, also referred to as "ESTA," is a new automated online application used by U.S. Customs and Border Protection (CBP) to determine if travelers can enter the United States.

Passengers traveling on American, or any other carrier, who are:

from countries that participate in the Visa Waiver Program (VWP), and  
are traveling to or through the U.S.,

will be required to visit the ESTA Web site prior to departure to provide specific traveler information before their flight.

The new online process is in addition to current immigration requirements. Non-revenue travelers from VWP countries will also need to complete the application.

**Note:** Until further notice, passengers will still be required to complete the green I-94 immigration form provided at check-in or onboard their flight on the day of travel.

### **Who needs to know about ESTA?**

Individuals who:

Assist customers who are nationals of VWP countries who plan to travel to or through the U.S.,  
have non-rev guest travelers who are nationals of VWP countries who plan to travel to or through the U.S., or  
are themselves nationals of VWP countries planning to travel to or through the U.S.

If none of the above applies to you, you may know a customer, co-worker, relative, or a friend with whom you can share the details.

Building awareness among customers, colleagues and non-rev guests may help the travel experience for your customers as well as help your co-workers assisting them to their destinations.

### **Who has to complete the online ESTA application?**

Only travelers from VWP countries will be required to complete the automated form.

### **How does it work?**

Travelers who need to complete the application can:

1. Visit the CBP Web site for details and to access the online application (current recommendation is to complete the application at least 72 hours prior to departure).
2. Provide passport information, details about their travel plans and answer a few questions.
3. Then receive real-time notification whether travel to the U.S. has been authorized, not authorized or if authorization is pending.

There's no charge to complete the application.

#### **Fast facts about ESTA:**

Passengers traveling on a valid U.S. visa do not need to apply for an ESTA before traveling.

Children and infants must have their own ESTA.

Eligible passengers traveling through the U.S. in transit to another country must also complete the ESTA.

The U.S. Government strongly recommends applying at least 72 hours before travel.

In most instances, ESTA applicants will receive real-time notification whether travel to the U.S. has been authorized, not authorized or if authorization is pending.

Until further notice, travelers will still be required to complete the green I-94 immigration form provided at check in or onboard on the day of travel.

An ESTA is valid for two years unless it is revoked or the passport expires.

Passengers without a U.S. passport will be required to apply for a U.S. immigration visa unless they hold a passport from a country participating in the waiver program. Non-U.S. citizens travelling internationally on American should be aware that U.S. immigration requirements differ depending on nationality.

## International Taxes

In addition to the U.S.-based international taxes, fees, and charges (TFCs) on travel to and from international locations, various governmental entities and airport authorities may assess TFCs that are owed at the time of departure from that country. Refer to [other charges](#) to view important information regarding TFCs.

For more information, see:

[Pass Bank Allowance](#)

[Pass Classifications and Boarding Priority](#)

[Family Member and Guest Traveler Registration](#)

## TWA

[Ticketless](#) personal and business travel is allowed **systemwide** (including to/from Japan).

When traveling to international destinations, you and your family members, including children, are required to have appropriate documentation (i.e., passport, visa, etc.) to enter and return, connect, or travel through another country. For information on specific documents required for travel to another country, visit Jetnet's [Travel Planner](#) and select "**International Travel**", or reference [Web Timatic](#) in Sabre, or contact the consulate for the destination country. [Space available](#) travelers, including [Industry Discount \(ID\)](#) travelers on Other Airlines (OAL), are not eligible to transit (TWOV) any country without proper documentation for the transit country. For example, a passenger traveling San Francisco to Manila, Philippines on a flight which makes a stop in Seoul, Korea must have the proper documentation for entering both the Philippines and Korea.

If you and/or your family members do not obtain and carry the documentation required for international travel, it can result in denied boarding as well as substantial fines for American Airlines and in some cases, to you and your family members.

**When flying ticketless on international routes, you must flight list for *round-trip* travel and carry a copy of your itinerary.** The itinerary may be a copy of the PNR in Sabre or a printed confirmation from Jetnet's Travel Planner. Immigration Officers outside your home country may ask to see your itinerary, which provides proof of intent to depart the country within allowable time limits.

Due to security restrictions that apply for international destinations, it is necessary for you to travel on the same flights as your checked [baggage](#). For this reason, once you and/or your pass travelers are placed on the [Priority List](#), you must be willing to accept any seat assignment when accommodated. Refusing a seat assignment for a more desirable seat or higher class of service on another flight is not permitted, as it will require your bags to be removed from the flight and can result in a possible delay of the flight. If you have not checked any bags, you may refuse the seat assignment if you choose.

You and your family members should observe warnings posted on the [U.S. State Department's travel warnings](#).

## Electronic Travel Authorization (ESTA)

The Electronic System for Travel Authorization, also referred to as "ESTA," is a new automated online application used by U.S. Customs and Border Protection (CBP) to determine if travelers can enter the United States.

Passengers traveling on American, or any other carrier, who are:

from countries that participate in the Visa Waiver Program (VWP), and  
are traveling to or through the U.S.,

will be required to visit the ESTA Web site prior to departure to provide specific traveler information before their flight.

The new online process is in addition to current immigration requirements. Non-revenue travelers from VWP countries will also need to complete the application.

**Note:** Until further notice, passengers will still be required to complete the green I-94 immigration form provided at check-in or onboard their flight on the day of travel.

### **Who needs to know about ESTA?**

Individuals who:

Assist customers who are nationals of VWP countries who plan to travel to or through the U.S.,  
have non-rev guest travelers who are nationals of VWP countries who plan to travel to or through the U.S., or  
are themselves nationals of VWP countries planning to travel to or through the U.S.

If none of the above applies to you, you may know a customer, co-worker, relative, or a friend with whom you can share the details.

Building awareness among customers, colleagues and non-rev guests may help the travel experience for your customers as well as help your co-workers assisting them to their destinations.

### **Who has to complete the online ESTA application?**

Only travelers from VWP countries will be required to complete the automated form.

### **How does it work?**

Travelers who need to complete the application can:

1. Visit the CBP Web site for details and to access the online application (current recommendation is to complete the application at least 72 hours prior to departure).
2. Provide passport information, details about their travel plans and answer a few questions.
3. Then receive real-time notification whether travel to the U.S. has been authorized, not authorized or if authorization is pending.

There's no charge to complete the application.

### **Fast facts about ESTA:**

Passengers traveling on a valid U.S. visa do not need to apply for an ESTA before traveling.

Children and infants must have their own ESTA.

Eligible passengers traveling through the U.S. in transit to another country must also complete the ESTA.

The U.S. Government strongly recommends applying at least 72 hours before travel.

In most instances, ESTA applicants will receive real-time notification whether travel to the U.S. has been authorized, not authorized or if authorization is pending.

Until further notice, travelers will still be required to complete the green I-94 immigration form provided at check in or onboard on the day of travel.

An ESTA is valid for two years unless it is revoked or the passport expires.

Passengers without a U.S. passport will be required to apply for a U.S. immigration visa unless they hold a passport from a country participating in the waiver program. Non-U.S. citizens travelling internationally on American should be aware that U.S. immigration requirements differ depending on nationality.

## International Taxes

In addition to U.S.-based international taxes, fees, and charges (TFCs) on travel to and from international locations, various governmental entities and airport authorities may assess TFCs that are owed at the time of departure from that country. Refer to [Other Charges](#) to view important information regarding TFCs.

For more information, see: [Family Member and Guest Traveler Registration](#)

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## Through Passengers (AAI10421)

### American Airlines

**Space available** passengers traveling through a city or connecting to another flight have **boarding priority** over local boarding passengers in the same travel classification. Upon **check-in** at the intermediate city, tell the Agent you are a **through passenger** and show your boarding pass or other documentation that confirms you were on the inbound flight.

In order to be considered a through passenger at an intermediate city, you must:

Arrive at the intermediate city on a through (continuing) AA or American Eagle flight. When **connecting** from an AA or American Eagle flight to another AA or American Eagle flight, Sabre will automatically check you in as a through passenger on the connecting flight.

Arrive on AA, American Eagle, another airline, or **airline-provided** transportation (for example, bus, train, etc.) at the intermediate city and check in for the first connecting flight (same day or next day) to your next destination. If you arrive the day before the first connecting flight, it is not necessary for you to arrive on the last arriving flight in the intermediate city.

Arrive on AA, American Eagle, or other airline flight at the intermediate city but cannot be accommodated to your destination due to revenue demands and/or higher priority standbys. You will then be transferred to the next flight as a through passenger.

If you and/or your **eligible travelers** travel to a city on AA or American Eagle using full-fare or **AA20** tickets, then continue the trip as a non-rev, you will be considered through passengers, provided you stand by for the next flight on the same day to your final destination. You cannot flight list for non-rev connecting travel in the same PNR as your revenue ticket (Sabre would not allow it). Create a separate PNR for your non-rev segments.

You will be granted through status if you travel in or out of the same intermediate city (co-terminal). For example: You travel LHR-JFK and then depart later that same day LGA-ORD. You will be added to the **Priority List** as a through passenger from LGA-ORD.

Employees, including Flight Crewmembers, traveling on **Company business** will not be considered through passengers if they continue their travel for pleasure.

For example, a Flight Attendant is based in DFW but lives in Austin. The last leg of his or her trip is the MIA-DFW flight and he or she wants to travel back home to Austin. He or she would travel D2 on the flight to Austin and would not be considered a through passenger.

Similarly, an employee is based in DFW but has to travel A11 to LGA. After the business meeting is over, the employee wishes to travel to Phoenix for pleasure. The employee may travel LGA-DFW as A11 but must travel D2 from DFW-PHX. He or she will not be considered a through passenger when checking in for the DFW-PHX flight.

## Removal Policy for Through Space Available Travelers

If you are a through space available traveler on a through aircraft, you will not be removed or downgraded unless a local boarding traveler with a higher pass classification is confirmed in the appropriate cabin and will be denied boarding.

Removal will be accomplished in reverse boarding priority order as established by the original check-in time.

For more information, see:

[Pass Classifications and Boarding Priority Procedures for International Travel](#)  
[Family Member and Guest Traveler Registration](#)

## TWA

**Space available** passengers traveling through a city or connecting to another flight have boarding priority over local boarding passengers in the same travel classification. Upon [check-in](#) at the intermediate city, tell the agent you are a [through passenger](#) and show your boarding pass or other documentation that confirms you were on the inbound flight.

In order to be considered a through passenger at an intermediate city, you must:

Arrive at the intermediate city on a through (continuing) AA or American Eagle flight. When [connecting](#) from an AA or American Eagle flight to another AA or American Eagle flight, Sabre will automatically check you in as a through passenger on the connecting flight.

Arrive on AA, American Eagle, another airline, or **airline-provided** transportation (for example, bus, train, etc.) at the intermediate city and check in for the first connecting flight (same day or next day) to your next destination. If you arrive the day before the first connecting flight, it is not necessary for you to arrive on the last arriving flight in the intermediate city.

Arrive on AA, American Eagle, or other airline flight at the intermediate city but cannot be accommodated to your destination due to revenue demands and/or higher priority standbys. You will then be transferred to the next flight as a through passenger.

If you and/or your [eligible family members](#) travel to a city on AA or American Eagle using full-fare or **AA20** tickets, then continue the trip as a non-rev, you will be considered through passengers, provided you stand by for the next flight on the same day to your final destination. You cannot flight list for non-rev connecting travel in the same PNR as your revenue ticket (Sabre will not allow it). Create a separate PNR for your non-rev segments.

You will be granted through status if you travel in or out of the same intermediate city (co-terminal). For example, you travel LHR-JFK and then depart later that same day LGA-ORD. You will be added to the Priority List as a through passenger from LGA-ORD.

## Removal Policy for Through Space Available Travelers

If you are a through space available traveler on a through aircraft, you will not be removed or downgraded unless a local boarding traveler with a higher pass classification is confirmed in the appropriate cabin and will be denied boarding.

Removal will be accomplished in reverse boarding priority order as established by the original check-in time.

For more information, see:

[Procedures for International Travel](#)  
[Family Member and Guest Traveler Registration](#)

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[Ticketless Travel](#)  
[Travel Authorization Certificate Tickets \(TAC\)](#)

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## Ticketed Travel (AAI10486)

### American Airlines

#### FORM 426

You will be issued a [Form 426](#) only if you are required to prepay your personal travel [service charges](#), or when you use a [perfect attendance pass](#). You can only obtain a Form 426 from an airport ticketing location.

Form 426 expires 1 year from the date of issue, unless a more restrictive expiration date applies, such as 90 days.

Form 426 may only be used for personal travel. [Business travel](#) may never be authorized using Form 426.

Complete details on Form 426 ticketing are in Sabre Star record N\*FORM 426.

**Note:** Employees are NOT permitted to price (PQ) or issue tickets for themselves or their registered eligible travelers, including revenue and discounted tickets. This includes full fare tickets, AA20, ID/ZED, Perfect Attendance, AAdvantage Award tickets or any non-revenue travel requiring a form 426 ticket. Employees with the ability to issue tickets must seek the assistance of another agent/supervisor to price and have the tickets issued for themselves and/or registered eligible travelers.

For more information, see:

[Travel Authorization Certificate Tickets \(TAC\)](#)  
[Ticketless Travel](#)

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## Ticketless Travel (AAI10477)

### American Airlines

If you are an active employee on U.S., Canadian, or European payroll, or you are a [retiree](#) eligible for invoice billing, you will [travel ticketless](#) when you travel for pleasure systemwide. You will not be allowed to prepay [service charges](#) at the ticket counter. In addition, all of your family and [guests](#) will also travel ticketless:

[Spouse](#), Company-recognized [Domestic Partner \(DP\)](#), or [Registered Companion \(RC\)](#);  
[dependent children](#) and college students under 23 years old;  
[parents](#);  
[D3](#) guests.

Employees also travel ticketless when [traveling on Company business](#). [Flight listing](#) is required. See [How To Flight List](#) or Sabre Focus reference **F\*FOM/EMPL** for instructions on flight listing.

**Note:** Employees are NOT permitted to price (PQ) or issue tickets for themselves or their registered eligible travelers, including revenue and discounted tickets. This includes full fare tickets, AA20, ID/ZED, Perfect Attendance, AAdvantage Award tickets, or any non-revenue travel requiring a form 426 ticket. Employees with the ability to issue tickets must seek the assistance of another agent/supervisor to price and have the tickets issued for themselves and/or registered eligible travelers.

For more information, see:

## [Travel Authorization Certificate Tickets \(TAC\)](#)

### [Ticketed Travel](#)

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## Travel Authorization Certificate Tickets (TAC) (AAI10488)

### American Airlines

Through use of a Travel Authorization Certificate (TAC), a department may authorize the issuance of confirmed space tickets on American Airlines and/or American Eagle flights to:

- Airline and non-airline Industry advisors and consultants;
- contractors;
- supplier tech representatives and equipment installation personnel;
- repair and test personnel;
- Ad agency representatives;
- office supply and equipment planners;
- speakers at Company functions;
- witnesses and attorneys requested by the Company to appear at trials and hearings;
- vendors;
- other airline and non-airline industry personnel in conjunction with authorized projects and programs.

TACs are also used to authorize free travel for travel agents, non-airline industry promotional contest winners, tour conductors, etc.

A TAC is not to be used for travel by AA/AMR employees, employees of Other Airlines (OAL), employees of airline industry organizations and OAL industry personnel who are [eligible for pass and reduced rate travel privileges](#) except as specifically permitted by the TAC program conditions outlined on the Corporate Sales Program website. TAC forms may not be sold, purchased, donated, traded, or exchanged for goods or services. Anyone using TAC forms in this way will be subject to disciplinary action up to and including dismissal.

## Procedures For Issuing TAC Tickets

TAC forms are no longer available through NATCOS. Forms for ordering TACs can be accessed from the **intranet** via the [Corporate Sales Programs](#) website. All reference materials regarding the TAC program may be found on this Web page. Under the TAC Program, requesters will be charged for TACs when the TAC is ordered, as opposed to when the TACs are flown. The charge will be reflected as a transfer price billing to your cost center.

For more information, see:

### [Ticketed Travel](#)

### [Ticketless Travel](#)

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The following information is available for Travel Service Charges

[Overview of Travel Service Charges](#)

[Additional Charges](#)

[Determining Pass Travel Charges](#)

[Imputed Income](#)  
[Methods of Payment for Service Charges](#)  
[Passes as Prizes or Awards](#)  
[Service Fee Waiver Program](#)

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## Overview of Travel Service Charges (AAI10334)

### American Airlines

This section reviews how to determine travel charges, questions regarding service charges, imputed income, methods of travel payment, and passes as prizes or awards. In addition, based upon your company seniority, there may be opportunities for you and your immediate family (spouse, DP, RC, eligible dependent children) to receive service charges waived in the coach cabin.

If you have 25 years or more of actual company seniority, you will fly [service charge waived](#) in the [coach cabin](#) systemwide. If you have five (5) years or more, but less than 25 years of actual company seniority, you will fly service charged waived in the coach cabin on domestic flights only. Otherwise, you will pay [service charges](#) for personal travel unless you use service charge waived passes from special award programs. Service charges vary depending on which [pass classification](#) is used. The Company reserves the right to modify the travel program at any time.

If you feel an error has been made in your service charge deductions and you have verified the correct charges in Sabre, send a copy of your pay stub/retiree invoice to [NRSA Refunds](#). Circle the error and include a brief explanation. Ensure your employee number is on each piece of correspondence.

In the event of a personal emergency as explained in the [Personal Emergency Travel](#) section, and you or an eligible relative had to travel on a service charge pass because there was no way to get an emergency pass in time, we may be able to give you a refund. Ask your Manager to send a letter of explanation and a copy of the paycheck stub highlighting/circling the trip that should have been an [A9](#) to NRSA Refunds.

Refund requests must be made within six (6) months of the service charge collection. Allow four (4) to six (6) weeks for your refund to be processed.

For more information, see:

[Additional Charges](#)  
[Determining Pass Travel Charges](#)  
[Methods of Payment for Service Charges](#)  
[Passes as Prizes or Awards](#)  
[Service Fee Waiver Program](#)

### TWA

This section reviews how to determine travel charges, answers questions regarding service charges and identifies methods of travel payments.

If you feel an error has been made in your [service charge](#) deductions and you have verified the correct charges in the Travel Planner, send a copy of your retiree invoice to [NRSA Refunds](#). Circle the error and include a brief explanation. Ensure your AA employee number (not TWA PRN) is on each piece of correspondence.

Refund requests must be made within six (6) months of the service charge collection. Allow 4- 6 weeks for your refund to be processed.

For more information, see:

[Determining Pass Travel Charges](#)  
[Methods of Payment for Service Charges](#)

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[International Taxes, Fees, and Charges](#)  
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## Flagship Service Charges (AAI10439)

### American Airlines

Because of the higher cost associated with providing premium service, there is a flat rate [service charge](#) plus tax when you travel in first or business class in a three (3) class market. This applies to flights offering International Flagship Service (IFS) and 3-class American Flagship Service (AFS). This premium service charge will be listed in Jetnet's [Travel Planner](#) and in the Sabre "WR" entry.

For more information, see:

[Government, Airport and Airline Fees](#)  
[International Taxes, Fees, and Charges](#)  
[Service Fee Waiver Program](#)  
[Unaccompanied Minor Charges](#)

### TWA

Because of the higher cost associated with providing premium service, there is a flat rate [service charge](#) plus tax when you travel in first or business class in a three (3) class market. This applies to flights offering International Flagship Service (IFS) and 3-class American Flagship Service (AFS). This premium service charge will be listed in Jetnet's [Travel Planner](#).

For more information, see:

[Government, Airport and Airline Fees](#)  
[International Taxes, Fees, and Charges](#)  
[Unaccompanied Minor Charges](#)

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## Government, Airport and Airline Fees AAI10435

### American Airlines

The following fees and taxes may apply in addition to your [service charges](#) for travel on AA, American Eagle and Other Airlines (OAL). Some of these taxes/fees are not imposed by the airline, but by the airport or government authority involved.

Animal, Plant and Health Inspection Fee (XA) - U.S. International Departure Tax  
Federal Inspection Fee (XU) - Airport Departure Taxes and Fees  
Customs and Immigration Fees (XY) - Security [Surcharges](#)  
U.S. [Transportation Tax](#) (US1) - Segment Tax (ZP)  
Non U.S. government security surcharges, departure fees, security fees, etc.  
U.S. passenger facility user surcharges and fees  
Any fee AA/American Eagle is required to pay or cost AA/American Eagle incurs on a per capita basis and any fine or penalty which AA/American Eagle incurs on account of the failure of the employee, or any individual using a pass of the employee's, to adhere to applicable law, including regulations issued by any of the foregoing administrative bodies  
Excess [Baggage](#)  
[Checked pets](#) (cabin pets are free) - [D2 only](#)  
Alcoholic beverages (coach class)  
Headsets (coach class)  
[Unaccompanied Minor Fees](#)

## Pricing Tips

It is important that you understand how service charges are applied. Here are a few tips for you.

If you or your guest elect to take an alternate routing because the direct flight is full, your service charges will be based on the actual routing used. For example, if the non-stop flight from JFK to LAX is full and you fly from JFK to DFW then from DFW to LAX, you will be charged the cost of JFK to DFW and DFW to LAX instead of the cost from JFK to LAX.

Flights with a business class seat configuration where business class is not sold to the public as a separate class of service are assessed coach service charges if you are seated in business class. On the other hand, if you travel on a domestic flight where business class is sold to the public as a separate class of service, you will be assessed a first class service charge if you are seated in business class.

For more information, see:

[Flagship Service Charges](#)

[International Taxes, Fees, and Charges](#)

[Service Fee Waiver Program](#)

[Unaccompanied Minor Charges](#)

## TWA

The following fees and taxes may apply in addition to your [service charges](#) for travel on AA, American Eagle and Other Airlines (OAL). Some of these taxes/fees are not imposed by the airline, but by the airport or government authority involved.

Animal, Plant and Health Inspection Fee (XA) - U.S. International Departure Tax  
Federal Inspection Fee (XU) - Airport Departure Taxes and Fees  
Customs and Immigration Fees (XY) - Security [Surcharges](#)  
U.S. [Transportation tax](#) (US1) - Segment tax (ZP)  
Non U.S. government security surcharges, departure fees, security fees, etc.  
U.S. passenger facility user surcharges and fees  
Any fee AA/American Eagle is required to pay or cost AA/American Eagle incurs on a per capita basis and any fine or penalty which AA/American Eagle incurs on account of the failure of the retiree, or any individual using a pass of the retiree's, to adhere to applicable law, including regulations issued by any of the foregoing administrative bodies  
Excess [Baggage](#)  
Alcoholic beverages (coach class)  
Headsets (coach class)  
[Unaccompanied Minor Fees](#)

## Pricing Tips

It is important that you understand how service charges are applied. Here are a few tips for you:

If you or your guest elects to take an alternate routing because the direct flight is full, your service charges will be based on the actual routing used. For example, if the non-stop flight from JFK to LAX is full and you fly from JFK to DFW then from DFW to LAX, you will be charged the cost of JFK to DFW and DFW to LAX instead of the cost from JFK to LAX.

Flights with a business class seat configuration where business class is not sold to the public as a separate class of service are assessed coach service charges if you are seated in business class. On the other hand, if you travel on a domestic flight where business class is sold to the public as a separate class of service, you will be assessed a first class service charge if you are seated in business class.

For more information, see:

[Flagship Service Charges](#)

[International Taxes, Fees, and Charges](#)

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## International Taxes, Fees, and Charges (AAI10441)

### American Airlines

In addition to U.S.- based International Taxes, Fees and Charges (TFCs) on travel to and from international locations, various governmental entities and airport authorities may assess TFCs that are owed at the time of departure from that country. Many of these charges are collected from revenue passengers with their ticket purchase. Effective August 26, 2005, many of these additional TFCs have been included in the total charge that is payroll deducted or invoice billed after travel is completed. What this means is that if you [travel ticketless](#), you will no longer have to pay certain TFCs prior to leaving an international location.

You may view the approximate charges for participating countries by inserting the city pairs in the WR entry in Sabre or in the NRSA Charges section on the [Travel page](#) on Jetnet. Due to changes in a country's currency, tax laws, and possible exemptions, the actual charges are based on currency rates and tax laws as they apply on the date of billing. Therefore, NRSA charges viewed on one day could be different from the actual charges billed. However, for planning purposes it will give you an approximate idea of the total charges before you travel.

Enhancements to the [Travel History screen](#) on Jetnet will include a link on the Total Charges display. Clicking on this link will show the breakdown of all [service charges](#), taxes, and fees associated with that flight [segment](#).

The following is a list of Caribbean and Latin American countries where all passengers, including employees and their guests traveling as non-revenue passengers, will continue to pay taxes and fees separately from charges that may be payroll deducted or invoice billed - Anguilla, Antigua, Argentina, Barbados, Bolivia, Bonaire, Canouan, Costa Rica, Dominica, Dominican Republic, El Salvador, Equador, Grenada, Haiti, Honduras, Jamaica, St. Kitts/Nevis, St. Lucia, Trinidad, Tortola.

**Note:** This list may change without notice.

To assist you with determining what charges may apply prior to leaving one of these countries, access the [WebTimatic](#) page, enter the two-letter country code and 'IMG' (for example, MXIMG for Mexico immigrations) in the Search box. If you do not know the two-letter country code, type in 'GLOBE' and the first letter of country (for example, GLOBEH for Haiti) in the Search box.

For more information, see:

[Flagship Service Charges](#)

[Government, Airport and Airline Fees](#)

[Service Fee Waiver Program](#)

[Unaccompanied Minor Charges](#)

TWA

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In addition to U.S.-based international taxes, fees and charges (TFCs) on travel to and from international locations, various governmental entities and airport authorities may assess taxes, fees and charges that are owed at the time of departure from that country. Many of these charges are collected from revenue passengers with their ticket purchase. Effective August 26, 2005, many of these additional TFCs will be included in the total charge that is payroll deducted or invoice billed after travel is completed. What this means is that if you [travel ticketless](#), you will no longer have to pay certain TFCs prior to leaving an international location.

You may view the approximate charges for participating countries by inserting the city pairs in the WR entry in Sabre or in the NRSA Charges section on the [Travel page](#) on Jetnet. Due to changes in a country's currency, tax laws and possible exemptions, the actual charges are based on currency rates and tax laws as they apply on the date of billing. Therefore, NRSA charges viewed on one day could be different from the actual charges billed. However, for planning purposes it will give you an approximate idea of the total charges before you travel.

Enhancements to the [Travel History screen](#) on Jetnet will include a link on the total charges display. Clicking on this link will show the breakdown of all [service charges](#), taxes and fees associated with that flight [segment](#).

The following is a list of Caribbean and Latin American countries where all passengers, including employees and their guests traveling as non-revenue passengers, will continue to pay taxes and fees separately from charges that may be payroll deducted or invoice billed: Anguilla, Antigua, Argentina, Barbados, Bolivia, Bonaire, Canouan, Costa Rica, Dominica, Dominican Republic, El Salvador, Equador, Grenada, Haiti, Honduras, Jamaica, St. Kitts/Nevis, St. Lucia, Trinidad, Tortola.

**Note:** This list may change without notice.

To assist you with determining what charges may apply prior to leaving one of these countries, access the [WebTimatic](#) page, enter the 2-letter country code and 'IMG' (for example, MXIMG for Mexico immigrations) in the Search box. If you do not know the 2-letter country code, type in 'GLOBE' and the first letter of country (for example, GLOBEH for Haiti) in the Search box of Web Reference.

For more information, see:

[Flagship Service Charges](#)

[Government, Airport and Airline Fees](#)

[Procedures for International Travel](#)

[Unaccompanied Minor Charges](#)

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## Unaccompanied Minor Charges (AAI10444)

### American Airlines

There is an unaccompanied minor [service charge](#) for children aged five (5) through 14 years old who are traveling unaccompanied. Children are considered unaccompanied when they are traveling without someone aged 15 or older.

Generally, [unaccompanied children](#) are accepted for non-stop flights only. An exception can be made if the unaccompanied child holds a confirmed revenue ticket for a connecting flight. Unaccompanied minors aged five (5) through 14 may be accepted for [standby](#) travel for one flight and be provided escort service at the connecting city, if they hold a confirmed revenue ticket for the connecting flight. When this occurs, there is an unaccompanied minor connecting service fee.

For more information, see:

[Flagship Service Charges](#)

[Government, Airport and Airline Fees](#)

[International Taxes, Fees, and Charges](#)

[Service Fee Waiver Program](#)

### TWA

There is an unaccompanied minor [service charge](#) for children aged five (5) through 14 years old who are traveling unaccompanied. Children are considered unaccompanied when they are traveling without someone age 15 or older.

Generally, [unaccompanied children](#) are accepted for non-stop flights only. An exception can be made if the unaccompanied child holds a confirmed revenue ticket for a connecting flight. Unaccompanied minors aged five (5) through 14 may be accepted for [standby](#) travel for one flight and be provided escort service at the connecting city, if they hold a confirmed revenue ticket for the connecting flight. When this occurs, there is an unaccompanied minor connecting service fee.

For more information, see:

- [Flagship Service Charges](#)
- [Government, Airport and Airline Fees](#)
- [International Taxes, Fees, and Charges](#)

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[Home](#) » [TRIP Book](#) » [Travel Service Charges](#) » Determining Pass Travel Charges

## Determining Pass Travel Charges (AAI10371)

### American Airlines

On the [Travel](#) page of Jetnet, the Travel Planner will display [service charges](#), information on the number of miles per segment, applicable taxes and user fees. Service charges are based on years of company seniority, city pairs (origin and destination), cabin (first, business, or coach), and [pass classification \(D1, D2, or D3\)](#).

Travel charges are also listed in native Sabre. For example: If you want to find out the cost of a trip from LaGuardia to Los Angeles, use the following Sabre entry:

WR (CITY PAIR) – (COMPANY CODE)  
 ○ For example: WRDFWLAX-AA

If your travel itinerary includes a connecting city, be sure to include all cities in the WR entry. For example, "WRDFWSTLLAX-AA" will provide the travel charges and value for an AA employee or [retiree](#) who travels from Dallas/Ft. Worth to Los Angeles with a connection in St. Louis. A separate service charge is assessed for each flight segment. If you do not know the three (3) letter city-code you can use Sabre format W/-CC(city code). For example, if you want to know the city code for Norfolk, VA, type W/-CCNORFOLK.

**Note:** Effective October 29, 2002, all employees and retirees of American Eagle will use company code AA in the WR entry. Previously, company codes WW, FA, SM, EX, EA, and UP were used.

## Calculating Registered Companion (RC) or Domestic Partner (DP) Charges

Travel by [RC](#) and [DP](#) at [D1/D2 rates](#) are [taxable](#). \* Sample D2 trip for a taxable RC or DP. In the chart below is a sample charge from DFW to LAX.

\$52.75	D3 service charge, or "Trip Value" (do not include taxes and fees)
- 6.00	Subtract D2 service charge paid (do not include taxes and fees)**
= 46.70	Equals the net valuation (NV)
X 25%	Multiply the NV by 25% federal flat tax rate (for U.S. employees)
A = 11.68	Estimated additional income tax you will pay due to this trip
B + 3.57	Multiply the NV by 7.65% to recover the FICA tax
C + 2.34	Multiply the NV by the applicable percentage to recover the additional State/city/local taxes, if applicable (5% was used in this example)
D + 12.30	Add the service charge, taxes, and fees paid
= \$29.89	Add A, B, C, & D for the amount an employee would charge a RC or DP to be fully reimbursed for a flight.

\* If your RC is your mother, father, or an AMR employee/retiree, their flights are not taxable. Your only cost for their travel will be the service charges, taxes, and fees.

\*\* The NV will vary because D2 service charges vary.

**Note:** Employees affected by reduction-in-force (RIF), Stand-in-Stead (SIS), or extended leaves with an off-payroll date on or after January 1, 2007 will be subject to imputed income for tax reporting purposes for flight privileges after the first 90-days of separation from the Company.

For the first 90-days after separation, NRSA charges will calculate the same as they do today.

After 90-days, in addition to applicable NRSA charges, travel will be subject to imputed income for tax reporting purposes.

Imputed income will be calculated using the same formula that is currently applied to travel by RCs or DPs.

Former employees affected by SIS, RIF or extended leave with off-payroll dates prior to January 1, 2007 are not impacted by this new policy.

For more information, see:

[Overview of Travel Service Charges](#)

[Additional Charges](#)

[Passes as Prizes or Awards](#)

## TWA

Jetnet's [Travel Planner](#) will display [service charges](#), information on the number of miles per segment, applicable taxes and user fees. TWA, Inc. retirees pay the same service charges as [D2 travelers](#), so you will need to reference D2 rates when using the Travel Planner.

If your travel itinerary includes a [connecting city](#), be sure to include all cities in your request. For example, New York-LaGuardia (LGA) to Los Angeles (LAX) with a connection in Chicago (ORD) is priced as two (2) separate trips: LGA-ORD and ORD-LAX. If you do not know the three (3) letter city-code, you can use the city lookup function (click the **magnifying glass**) in the Travel Planner.

For more information, see:

[Overview of Travel Service Charges](#)

[Methods of Payment for Service Charges](#)

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## Imputed Income (AAI10354)

### American Airlines

Non-revenue travel for [spouses](#), [dependent children](#), and [parents](#) are not considered taxable income for you. However, travel by [Domestic Partner \(DP\)](#), extended family, and friends generally is taxable and therefore generates imputed income when the [service charges](#) are less than the fair market value of the trip. Service charges and fair market values ("trip values") are shown in Sabre "WR" pricing entry and in the Jetnet Travel Planner's "[NRSA Charges](#)" section.

In general, our D3 service charges equal the fair market value, which eliminates imputed income on regular [D3 travel](#). However, that is not always the case. For example, when a D3 traveler uses a [Perfect Attendance award](#), the service charge paid is zero (0), which leaves imputed income for the entire service charge amount. There is also imputed income when a [Registered Companion \(RC\)](#) or DP travels since they are charged the D2 service charge which is lower than the fair market value. See [calculating RC or DP charges](#) for an example of this calculation.

Imputed income will be reported as taxable income. Employees on U.S. payroll will see this amount reported on their year-end W-2 form.

**Note:** Employees affected by reduction-in-force (RIF), Stand-in-Stead (SIS) or extended leaves with an off-payroll date on or after January 1, 2007 will be subject to imputed income for tax reporting purposes for flight privileges after the first 90-days of separation from the Company.

For the first 90-days after separation, NRSA charges will calculate the same as they do today.

After 90-days, in addition to applicable NRSA charges, travel will be subject to imputed income for tax reporting purposes.

Imputed income will be calculated using the same formula that is currently applied to travel by RC or DP. See [Determining Pass Travel Charges](#) for imputed income information.

Former employees affected by SIS, RIF, or extended leave with off-payroll dates prior to January 1, 2007 are not impacted by this new policy.

For more information, see:

[Overview of Travel Service Charges](#)

[Methods of Payment for Service Charges](#)

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## Methods of Payment for Service Charges (AAI10376)

### American Airlines

#### Active Employees

If you are an active employee on U.S., European, Pacific, or Canadian payroll and you are eligible for payroll deduction, all personal [pass travel](#) by you and your eligible travelers will be collected by payroll deduction. You will be provided with an explanation of the [service charge](#) at the bottom of your paycheck.

If you are an active employee in MCLA, payment will either be payroll deducted or via invoice, depending on your country's laws.

You may continue to use your Perfect Attendance Certificates for travel. Passes earned under this program will be valid in accordance with the rules outlined in the [Passes as Prizes or Awards](#) section. An additional reference is Sabre Star record [N\\*PERFECT ATTEND US](#) and [N\\*NON US PERF ATTEND](#).

#### Invoice Billing for Ticketless (Electronic) Travel\*

\*Includes retirees, service retirees, Appendix T, and Article 30 pass travelers, Leave of Absence (LOAs), employees affected by Reductions in Force, and on-payroll employees with charges that remain un-deducted after 60 days.

If you live in the U.S., Great Britain, France, Japan, or MCLA countries and your Traveler Information reflects a ticketing type of Electronic, you will be billed monthly to your home address for all travel related charges.

Payment of all service charges, taxes, and fees are payable upon receipt of your invoice. Failure to pay within 30 days of the invoice date will result in the suspension of your travel privileges, as well as a minimum \$25 Administration fee. After your payment and fee have been processed, your travel privileges will be reinstated. However, a minimum of 30 days restriction will apply to multiple late payment occurrences, returned checks, or if the debt is sent to a collections agency.

Paying your invoice charges on time will ensure that there is no interruption to your flight privileges. For this reason, it is especially important to keep your address information updated. You may change your address by logging on to Jetnet and clicking [Update My Contact Info](#).

In the future, American Airlines reserves the right to deduct charges from your AA Credit Union account or other designated financial institution account or collect by other means as established by American Airlines.

For more information, see:

## [Overview of Travel Service Charges](#)

### [Additional Charges](#)

#### **TWA**

Retirees eligible for [ticketless travel](#) will be billed monthly to their home address for all travel related charges. Your Traveler information will reflect a ticketing type of Electronic. If your ticketing type reflects 'Required/See N\*FORM 426', you are not eligible for ticketless travel and will continue to prepay your [service charges](#) at the ticket counter.

## Invoice Billing for Ticketless (Electronic) Travel

TWA retirees eligible for ticketless travel will be billed monthly to their home address for all travel related charges. Your Traveler Information will reflect a ticketing type of Electronic. If your ticketing type reflects 'Required/See N\*FORM426', you are not eligible for ticketless travel and will continue to prepay your service charges at the ticket counter.

Payment of all service charges, taxes, and fees are payable upon receipt of your invoice. Failure to pay within 30 days of the invoice date will result in the suspension of your travel privileges, as well as a minimum \$25.00 Administration fee. After your payment and fee have been processed, your travel privileges will be reinstated. However, a minimum of 30 days restriction will apply to multiple late payment occurrences, returned checks, or if the debt is sent to a collections agency.

Paying your invoice charges on time will ensure that there is no interruption to your flight privileges. For this reason, it is especially important to keep your address information updated. U.S. based retirees may change their address by logging on to Jetnet and clicking on [Update My Contact Info](#). Non-U.S. based retirees may send address changes to [HR Services](#).

In the future, American Airlines reserves the right to deduct charges from your AA Credit Union account or other designated financial institution account or collect by other means as established by American Airlines.

For more information, see:

[Additional Charges](#)

[Determining Pass Travel Charges](#)

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[Home](#) » [TRIP Book](#) » [Travel Service Charges](#) » Passes as Prizes or Awards

## **Passes as Prizes or Awards (AAI10343)**

#### **American Airlines**

We no longer issue D2 service charge waived pass prizes or awards as a form of recognition. However, prizes or awards previously issued may still be redeemed as outlined below. The use of this type of pass is usually limited to persons who are currently eligible for [D2 travel](#) (employee, [spouse](#), or Company-recognized [Domestic Partner \(DP\)](#), [dependent children](#) of the employee, [Registered Companion \(RC\)](#), and the employee's [parents](#)).

## Corporate Recognition Programs

### SOS Program

The SOS Program was discontinued effective November 7, 2002.

### Perfect Attendance Certificates (PAC)

Effective October 8, 2008, the company announced the sunset of the Perfect Attendance Certificates (PACs). In response to that decision many employees have asked their Managers for more time to use their certificates. Taking employee feedback and recommendations into consideration, effective October 16, 2008 we have decided to extend the PAC redemption period through 2009.

However, in order to continue toward the company's objective to remove paper tickets ([Form 426](#)) from our business and to allow the airports to focus on our customers, the redemption process for PACs used in the coming year will occur after travel has taken place. Employees and qualified travelers using a PAC will travel ticketless. Once travel is complete, employees will submit their PACs for a refund of the NRSA charges. See the [FAQs](#) for more information about the redemption process.

To allow further flexibility, PACs may be converted to AAdvantage miles until 12/31/09. This adjustment to the redemption period provides our employees with an additional year to use their PACs and allows AA to move toward the goal of a completely ticketless environment.

#### **What options do I have if I want to use my PACs?**

Convert applicable PACs to AAdvantage miles

Use PAC towards an applicable non-revenue trip in 2009, retroactively

- PAC Conversion Form and certificate must be received by 12/31/09 for 2009 travel.

#### **Steps to Use PAC towards Past-Date Non-Revenue Travel (2009)**

Read each PAC carefully to determine the permitted routing, destination and D pass classification.

View your 2009 Travel History from the Travel page in Jetnet.

Determine the past date trips (2009 only) for which you would like to apply your current PAC.

Fill out the PAC to [Past Date Segments Form \(PDF\)](#) and send it to [NRSA Refunds](#). All forms must be received by December 31, 2009.

#### **Steps to Convert PAC to AAdvantage Miles**

Read each PAC carefully to determine if AAdvantage miles are applicable

AAchievers Award Credits are no longer applicable

Place your name and AAdvantage number on the back of each certificate in the space provided

Boardmail your PAC to [Perfect Attendance AAdvantage](#)

#### **PAC - AAdvantage Mileage Conversion Chart**

Three to Five+ Years (Green & Gold) = 5,000 AAdvantage miles per certificate. There is no cap to the number of miles converted.

One or Two Years (Orange) = No AAdvantage mile credit. May be submitted past-date for 2009 travel only.

Six Months (Purple) = No AAdvantage mile credit. May be submitted past-date for 2009 travel only.

#### **How does the new process work to use my PACs in 2009?**

Employees and their qualified travelers can use PACs toward applicable non-revenue round trip travel in 2009. No Form 426s (paper tickets) will be issued in 2009 for travel using a PAC.

All travel using PACs will be ticketless

Applicable NRSA charges will be deducted from the employee's paycheck

NRSA charges (excluding international taxes) will be refunded once the PAC is received and processed by the NRSA desk

All travel must be completed by 12/31/09

#### **What is the new procedure if I travel with my PACs in 2009?**

Meal list the same as you do today

Travel ticketless, the same as you do today

Complete the Past Date Segments Form (PDF) using your Travel History in Jetnet

Send the form and the original PAC (or Form 426 if PAC was converted in 2008) to NRSA Refunds

#### **I have converted my PAC in 2008 for travel but the expiration date is in 2009. Can I use my paper ticket (426 Form) next year?**

Yes, you will travel electronically in 2009 and submit the original Form 426 coupons to NRSA Refunds after travel has occurred.

#### **Why can't I use my PACs retroactively in 2009 for travel that occurred in 2008?**

Since non-revenue travel value can be taxable all refunds must be applied within the same tax year. As a reminder, D3 PAC travel will have imputed (taxable) income.

#### **How long will it take to refund my NRSA charges after I travel?**

The refund date will depend on when the PAC or 426 Form is sent, when it is received by the NRSA desk, and your pay cycle. All PACs and 426 Forms will be processed as soon as possible after they are received.

#### **Are all PACs redeemable for travel?**

No, PACs issued prior to January, 1997 have expired and have no value. Only PACs issued February, 1997 and after are valid.

#### **Why can't we just continue the program as it is today for one more year? Why do I have to get a refund after I travel?**

In order to achieve the goal of a completely ticketless environment for revenue and non-revenue passengers a compromise was made to allow travel using the value of the certificates while avoiding the need to issue paper tickets (Form 426).

## Department Recognition Programs

The AAchievers Program was discontinued November 7, 2002.

## Welcome Aboard Passes

Welcome Aboard Passes were discontinued in September, 2002.

For more information, see: [Overview of Travel Service Charges](#)

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The following information is available for Service Fee Waiver Program

[Five Year Service Charge Waiver](#)

[Twenty-Five Year Service Charge Waiver](#)

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## **Five Year Service Charge Waiver** AAI10425

### **American Airlines**

Employees and [retirees](#) with five (5) years or more, but less than 25 years of **actual** company seniority fly **domestic [service charge waived](#)** in coach.

## Applicability

[Regular employees](#) who have five (5) years or more of company seniority

Retirees who left AMR with five (5) years or more of company seniority

[Spouse](#) or Company-recognized [Domestic Partner \(DP\)](#) of eligible employees\*

Your [dependent children](#), your DP's dependent children\*

[Registered Companions \(RC\)](#) of eligible employees\*\*

Flight Attendants who left the Company under the provisions of Article 30 or Appendix T

**\*Note:** Surviving spouses or surviving DPs are not eligible for this program.

\*\*RC travel will be deducted from your annual 24 one-way pass bank. [Imputed income tax](#) may apply for RC and DP travel.

## Other Service Charges

There will be no [service charge](#) for travel in coach class when traveling to/from domestic destinations ([D3 travel](#) is not discounted). Domestic travel is defined as within the U.S. including Hawaii and Alaska, Puerto Rico, Mexico, Canada, and the Caribbean. You will be required to pay any applicable taxes and/or airport fees. If you travel in first or business class, you will pay full rates for the class of service flown plus any applicable taxes and airport fees.

For more information, see:

[Determining Pass Travel Charges](#)

[Methods of Payment for Service Charges](#)

[Twenty-Five Year Service Charge Waiver](#)

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## Twenty-Five Year Service Charge Waiver AAI10415

### American Airlines

Employees and [retirees](#) with 25 years or more of **actual** company seniority fly [service charge waived](#) in coach **systemwide**.

## Applicability

[Regular employees](#) who have 25 years or more of company seniority

Retirees who left AMR with 25 years or more of company seniority

[Spouse](#) or Company-recognized [Domestic Partner \(DP\)](#) of eligible employees\*

Your [dependent children](#), your DP's dependent children\*

[Registered Companions \(RC\)](#) of eligible employees\*\*

Flight Attendants who left the Company under the provisions of Article 30 or Appendix T

**\*Note:** Surviving spouses or surviving DPs are not eligible for this program.

\*\*RC travel will be deducted from your annual 24 one-way pass bank. [Imputed income](#) tax may apply for RC and DP travel.

## Other Service Charges

There will be no [service charge](#) for travel in coach class systemwide ([D3 travel](#) is not discounted). You will be required to pay any applicable taxes and/or airport fees. If you travel in first or business class, you will pay only the difference between the class of service flown and coach class service charge, plus any applicable taxes and airport fees.

For more information, see:

[Five Year Service Charge Waiver](#)

**[Determining Pass Travel Charges](#)**  
**[Methods of Payment for Service Charges](#)**

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