Memo

To: All Compass Airlines Employees  
From: John Theodor, Manager Employee Travel  
Date: December 12, 2016  
Re: American Airlines 2017 Enrollment

The American Airlines travel program is available for enrollment for the 2017 calendar year. For employees currently enrolled in the program, you will be automatically enrolled for 2017 along with any eligible members you designated in 2016. If you wish to make changes to your travelers from 2016, please let us know as American allows one change for each travel year.

If you wish to opt-out of the 2017 travel year, please contact us at employeetravel@tshstl.com before 5pm CST December 30, 2016.

To be eligible to participate in the travel program, employees must directly support the American operation. Employees must be Los Angeles based or Minneapolis corporate employees. For those who do not qualify for the American travel program, standard ZED Medium travel is still available under a separate agreement with American via My ID Travel. If you should base away from St. Louis or Raleigh-Durham, you access to American will cease until you become eligible again.

To enroll, please email us at employeetravel@tshstl.com. Once you have completed and signed the application, forward to Employee Travel by email or by fax 866-730-0933.

Eligible Travelers

- Employee
- Spouse or Domestic Partner (Domestic Partner must be documented)
- Dependent children until age 24 (birth certificate required)
- Registered Companion (if Spouse/Domestic Partner not identified)
- Parents of the Employee (no in-laws) (employee birth certificate)

Enrollment Fees

- $75.00 for Employee
- $50.00 for each eligible traveler

Enrollment fees with American are payroll deducted over three (3) consecutive paychecks and will appear as Travel Cards on your paystub.
Listing/Ticketing

All flight listings are created via the former US Airways employee website Wings. Once your application has been processed, Employee Travel will email you a link to the site as well as your User ID and temporary password. After log in, the site will direct you to a version of My ID Travel that will remove all fees with the exception of international taxes and parents service charges. My ID Travel does charge a user fee per flight segment though.

Service Charge

Travel is fee waived, plus any government/airport imposed taxes. A service charge is collected for parent travel and is collected per non-stop segment plus any applicable taxes.

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Boarding Priority

The priority code AAC will appear on the standby list above D3 (buddy travelers) as in the example below. A bulletin (N*APS15065) has been issued to the gate agents which includes a reminder to the agents and instructions regarding accommodating employees and accompanying eligible travelers above D1 (vacation passes) on Compass aircraft. The bulletin is attached to the end of this memo, you may want to refer to this bulletin should you encounter issues during check-in with the kiosk or at the ticket counter and/or gate.

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G*LO/PALL
AA  Z81  Z6AUG  MIA  D47  600A  737  PRIORITY LIST
T  1  D2R  RETIREE  AA  F  DFW  NB
T  2  D2P  LAST  PAREN  Y  DFW  NB
3  AAC  SKYWEST  EMP  Y  DFW  NB  CO
4  AAC  AIRWIS  EMP  AC2  Y  DFW  NB  ZW
5  AAC  AIRWIS  SPOUS  AC2  Y  DFW  NB  ZW
T  6  D3  ANDROID  TESTII  F  DFW  NB
T  7  D3  BOPGUS  BOCUS  F  DFW  NB
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Imputed Income
Imputed income (taxable wages) applies to Domestic Partner and/or Registered Companion. This tax is imposed by the IRS and will be deducted from the next available paycheck after the report is received from American Airlines. Generally this tax is figured using 10% of the lowest unrestricted fare (refundable coach). The employee is not charged the full imputed income amount, just the tax based on that amount.

If you have any questions, please contact us at employeetravel@tshstl.com.
EMPLOYEES OF THESE CARRIERS WILL HAVE AN E TICKET IN THEIR PNR CREATED BY THEIR PASS TRAVEL BUREAU. THE E TICKET WILL CONTAIN THE PRIORITY CODE AAC IN THE REMARKS AND SSR CKIN FIELD. THE PRIORITY CODE AAC WILL ALSO APPEAR ON THE PRIORITY LIST ON ALL MAINLINE AND REGIONAL FLIGHTS BELOW D2P AND BEFORE D3.

EXAMPLE OF PNR:

1.1 REGIONAL/EMPLOYEE 2.1 REGIONAL/PARENT
1.T-28AUG-HDQSZED
2 TE 0012190575477 REGIO/E HDQSZED 1137/28AUG
3 TE 0012190575478 REGIO/E HDQSZED 1137/28AUG

AA FACTS

1. SSR CKIN /AAC STANDBY CHECK 1.1 REGIONAL/E IN PRIORITY AAC NN1

WHEN TRAVELING ON THEIR OWN METAL, THESE EMPLOYEES AND THEIR ACCOMPANYING DEPENDENTS WILL BE PROCESSED AHEAD OF ALL OTHER NON-REVS, INCLUDING MAINLINE EMPLOYEES AND EMPLOYEES OF OTHER REGIONAL CARRIERS. THIS WILL REQUIRE THAT AGENTS WORK THE LIST OUT OF ORDER.

EXAMPLE OF PRIORITY LIST:

AA 2473 28AUG LAX 46B 210P 321 PRIORITY LIST
T 1 D2R RETIREE TEST F DFW NB
T 2 AAC REGIONAL EMPL F DFW NB
T 3 AAC REGIONAL PAR F DFW NB
T 4 D3 GUEST DEETH Y DFW NB

IF THIS LIST IS A MAINLINE FLIGHT, THEN THE PRIORITY LIST WOULD BE WORKED IN ORDER.

CONTACT

LAA ALISON.ANDERSON@AA.COM 817-963-8711

REFERENCE

APS15059

ISSUED BY