Regional Affiliate
Travel Guide
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Overview
The regional affiliate employee travel program (“Travel Program”) is intended to extend certain privileges to non-owned regional affiliate airline (“Regional Affiliates”) employees who support the American Eagle operation. This Travel Guide is not a contract. The privileges, guidelines, and programs contained herein (or in any other American Airlines publication or information source) may be reviewed and revised by American Airlines at any time. The privileges, guidelines and programs discussed in this Guide apply to all eligible employees of the Regional Affiliates unless otherwise stated. You are responsible for reading and understanding the contents of this Guide. If you have any questions regarding anything addressed in this Guide, please contact your airline pass office for assistance.

Any violation of the provisions set forth in this Travel Guide, or misconduct by any registered travelers may result in disciplinary action, including but not limited to revocation of or limitations on the travel privileges; and/or the obligation to pay the full fare of certain travel expenses or fines.

The Travel Program extends the following types of travel:

1. Space-available personal travel to eligible employees and dependents
2. Positive space company business travel and crew positioning/deadhead travel by eligible employees for the sole purpose of supporting the American Eagle operation

The annual travel year begins in January and ends in December. Eligible employees and dependents will be required to update their dependent information at this time with the Regional Affiliate’s employee travel department.

Travel is valid on all scheduled flights operated by American Airlines and flights marketed as American Eagle.

Travel is not permitted on codeshare or charter flights.

Personal Travel
Travel for pleasure and other purposes not involving any remuneration by American Airlines, the employing Regional Affiliate, or a third party. Travel for the purpose of conducting business, including to support a personal business, is strictly prohibited.

Eligible Travelers

Domestic Partner
If you are not married, you may designate a same or opposite gender domestic partner for the purpose of employee travel privileges. To be eligible, your domestic partner must meet the applicable legal definition of a domestic partner, or you must be living in a committed relationship, meet the requirements listed below, and provide the proper documentation as requested by your employing airline.
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- Both you and your domestic partner must be at least 18 years of age.
- You or your domestic partner cannot currently be married to someone else, and any prior marriages to other individuals must be dissolved through death or divorce.
- You may not be related by blood.
- You are one another’s sole domestic partner.
- Neither of you has had a different domestic partner in the last six months.
- You have shared and still share the same principal residence on a continuous basis and have been jointly responsible for the financial management of a household for at least six months preceding the date of traveler registration.

Domestic partners are considered equivalent to a spouse, however, their space-available travel on American Airlines and American Eagle is subject to imputed income.

**Employee**
Full- and part-time active permanent (i.e., not provisional, contract, temporary) employee, assigned solely to the American Eagle operation

- This includes administrative (i.e., not operational) personnel whose duties involve providing support services for front-line (operational) employees of the American Eagle operation (e.g., flight instructors who train for the American Eagle operation, payroll, finance, and human resource personnel who support the operational employees assigned to the American Eagle operation).
- This specifically excludes contractors, vendors, consultants, furloughed employees, temporary employees, employees on leave of absence, employees of affiliated companies, and employees of the Regional Affiliate whose primary responsibility is not directly related to the American Eagle operation.

**Parent**
Two eligible travelers may be designated as your registered parents, and must remain as such for at least 12 months. Parent eligibility is limited to natural parents, adoptive parents (if adoption took place while the Employee was a minor), step-parents, and legal guardians.

**Qualified Child**
The following qualified children may be enrolled and eligible for travel: your natural-born child, child adopted by the employee as a minor, stepchild, foster child or court-appointed ward currently placed in your home for which you, jointly or individually, are the legal guardian or legal custodian. The same qualifications apply to your domestic partner’s child(ren).

Your qualified children will receive travel privileges until their 24th birthday, regardless of whether they are enrolled in college, school or other classes. This will allow your adult children who are serving in the military or pursuing other life goals to enjoy the same travel privileges as students.
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**Registered Companion**
If you are neither married nor have a domestic partner, you may elect to enroll a registered companion. Space-available travel by your registered companion on American and American Eagle flights is subject to imputed income.

**Retiree**
If the Employee was eligible as a retiree under the conditions of the US Airways Express Travel Program on the day of or within one (1) year of the implementation of this Travel Program (September 1, 2015)

**Spouse**
A qualifying spouse is defined as a person who is currently and legally married to the employee.

Falsely listing persons as eligible dependents constitutes fraud and, if discovered, American Airlines reserves the right to cancel any travel privileges provided to the Regional Affiliate Employee and seek reimbursement for the full fare value of any travel used. American Airlines may also pursue other available legal remedies.

**Travel Fees & Service Charges**
Eligible travelers will pay a one-time annual fee of $75 for the Employee and $50 for each eligible dependent. Travel will be fee-waived, plus any government/airport imposed taxes, except for travel by parents for whom a segment fee ranging from $6-$30 for each nonstop segment (plus taxes) will be collected.

Travel by Domestic Partners, the Domestic Partner’s Qualified Children, and Registered Companions is considered taxable by the IRS and liable as imputed income. It is the responsibility of the employing carrier to calculate and report applicable imputed income.
Ticketing
Employees will obtain reduced rate tickets for travel on American and American Eagle flights using the myIDTravel link available through Wings. Payment of applicable service charges, taxes, and fees (including the myIDTravel ticketing fee) will be made through the website using a credit card.

Flight Listing
Travelers will be listed automatically through the myIDTravel site at the time of ticketing.

Employees are responsible for changing and/or canceling their flight listings or those of their eligible travelers through the myIDTravel site.

Dress Code
American’s goal on every flight is to provide our customers with a comfortable, safe travel experience. When we travel with our families for leisure, our behavior should enhance the travel experience for everyone, and our attire should never be a distraction.

American has a casual dress code so that you and your family can enjoy a relaxing journey, just like our revenue customers. In general, if attire is appropriate and in good taste for our revenue customers, then it is acceptable for us as well.

Our airport agents and flight attendants are focused on taking care of our customers, not policing the dress code. Still, if what you are wearing is on the “Never Appropriate” list, we may deny boarding to you and/or your guest travelers.

Always Appropriate: Clothing that is clean and neat

Never Appropriate:

- Torn, dirty or frayed clothing
- Clothing that is distracting or offensive to others, for example, clothing that is overly revealing (such as extreme miniskirts, halter and bra tops, sheer or see-through clothing), swimwear or sleepwear
- Clothing that is vulgar or violates community standards of decency is never appropriate, including items that have words, terms or pictures that may be offensive to customers and other team members
- Bare feet

Check-In

⚠️ Eligible Travelers may check-in at an American self-service kiosk or with an agent at the airport within 24 hours of departure.

Travelers may not check-in on-line.

Travelers are not required to check-in at each intermediate city as long as the PNR contains the traveler’s entire itinerary.
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Class of Service
Travel is valid in the Economy cabin only.

Boarding Priority
Regional Affiliate Eligible Travelers will be checked in on all American Airlines and American Eagle flights at priority AAC, accommodated after employees and eligible travelers of American and American Eagle on personal travel, but ahead of American’s guest travelers.

When traveling on American Eagle flights operated by your employing airline (i.e., “own metal”), you and accompanying Eligible Travelers will be accommodated before American Airlines and other American Eagle employees. The agent(s) working the flight will be required to process the list out of order.

Through Status
Regional Affiliate Eligible Travelers who re not locally boarded (not originating in that city) are granted through (T) status and will be boarded ahead of locally boarding non-revenue passengers with the same boarding priority (e.g., AACT before AAC).

If your flight listing (PNR) contains connecting segments, the higher priority will be applied automatically to the connecting flight priority list once you are accommodated at the originating city. If the connecting flights are not in the same PNR or if your connect time is greater than 12 hours, you will need to check in with an agent at the connecting/intermediate city and present your inbound boarding pass from your inbound flight for an agent to add the through indicator (“T”) to your priority.

To be considered a through passenger at an intermediate city, you must:

- Arrive on an American or another airline (OAL) flight at the intermediate city and check in for the first connecting flight to your next destination. If you travel inbound on an OAL flight or your first connecting flight is more than 12 hours, you will need to show the gate agent your boarding pass to get through status.
- Arrive on a 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 eligible flight as a through passenger.
- Arrive in/out of the same intermediate city but different co-terminal. For example, you travel LHR–JFK and then depart later that same day LGA–ORD. You must provide the agent your inbound boarding pass to be added to the priority list as a through passenger from LGA–ORD.
- Arrive at the intermediate city on a flight which you purchased or for which you redeemed miles, provided you stand by for the next flight on the same day to your final destination.

Unaccompanied Children
Children under 5 years of age may not travel without an accompanying adult.
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Children ages 5-14 traveling alone will be required to use the Unaccompanied Minor (UMNR) service. The UMNR fee is waived for pass travelers. Although not required, UMNR service is available for children ages 15–17.

- Upon arrival at the originating airport, the adult responsible for the UMNR must complete paperwork obtained from an agent at the ticket counter and escort the child to the gate. The designated contact at the destination airport must obtain a priority verification card from an agent at the ticket counter, and will be allowed entry to the gate to pick up the UMNR upon arrival.

- UMNRs may travel system-wide on flights operated by American or as American Eagle under the following conditions:
  - Age 5-7 years: accepted on nonstop flights only
  - Age 8-14 years: accepted on nonstop, direct and connecting flights through Hub cities only (e.g., CLT, DCA, DFW, JFK, LAX, LGA, MIA, ORD, PHL and PHX) and while eligible to travel alone on connecting itineraries are discouraged from doing so due to the possibility of being removed en route to accommodate revenue passengers.

UMNRs will not be accepted from any domestic or international city that includes the last scheduled flight out of the final connection city, unless it is the only flight of the day. The final acceptance of UMNR will be at the discretion of the manager or lead agent on duty at the origin city.

Traveling with Pets
Employees and Eligible Travelers may not travel with a pet (checked or carry on) unless the pet is a service animal (e.g., seeing assist, hearing assist, etc.).

Company Business Travel
Travel for the purpose of conducting business to support the American Eagle operation, this includes travel to and from training, and travel by applicants who are being considered for positions that support the American Eagle operation.

Where sufficient time exists, a pass must be requested from American for company business travel on American and American Eagle flights. For immediate travel, a ticket can be issued by the Regional Affiliate’s pass bureau per the conditions set out below.

Relocation
The Employee and Spouse or Domestic Partner may be authorized one positive space round trip ticket each for the purpose of house hunting.

The Employee, Spouse or Domestic Partner, and Qualified Children may be authorized one positive one-way ticket each for the purpose of final relocation.

The Regional Affiliate will be responsible for calculating and reporting imputed income for relocation travel as applicable.
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Eligible Travelers
Employee only. Travel by a Spouse or Domestic Partner may be considered on an exceptional basis if the Spouse/Domestic Partner is accompanied by the Employee on all flights, if the event to which the Employee is traveling has invited Spouses/Domestic Partners, and if the Regional Affiliate is paying all travel expenses for the Spouse/Domestic Partner.

Booking
Bookings for company business passes and ID50 travel will be made by the Regional Affiliate travel office, upon request from the employee and validation of eligibility in accordance with the procedures provided.

Because every seat saved is potentially lost revenue, please ensure you cancel your bookings if you do not intend to fly and in advance of departure.

Ticketing
Company business passes and ID50 tickets will be auto-priced by the Regional Affiliate’s pass bureau. Once the itinerary is priced, the Regional Affiliate pass bureau will issue the electronic ticket using any form of payment accepted by American for commercial tickets.

Dress Code
When traveling to represent American and/or your employing airline, business or business casual clothing is encouraged. Jumpseat riders should consult their operating department, flight manual, or their manager for dress guidelines.

Check-in
For pass travel employees may check in within 24 hours of departure with an airport agent or at a kiosk and must request an upgrade at time of check-in. On-line check-in is supported at aa.com, however, the upgrade eligibility will not be recognized.

Employees traveling on an ID50 ticket may check in on-line or at the airport.

Class of Service
For pass travel, employees will be booked in the Economy class cabin; booking class/inventory E, and will be eligible for a one-cabin upgrade subject to space at departure. Should E inventory not be available at the time of booking a wait listing can be made which will be automatically cleared by American if/when space becomes available.

ID50 tickets are valid only in the cabin ticketed; inventories F, J, or Y.

Boarding Priority
Employees of Regional Affiliates will be authorized pass travel at priority A12 on American and American Eagle flights.

No boarding priority applies for ID50 travel.
Combining business and personal travel
You can use your business classification to travel to a city on a company business trip up to seven days before the business will be conducted and/or return from a business destination up to seven days after the business assignment has been completed.

If you need to start or end your business trip in a city other than your base city, personal travel applies. In general, if the distance between the city from which you will be traveling to the city in which the business will be conducted is similar, you may use your business travel classification. Side trips or stopovers are considered personal travel.

Crew Positioning/Deadhead Travel

Regional Affiliate commuting crew members are not deadheading (positioning crew). Commuting travel is personal, please refer to your commuting (“jumpseat”) agreement for details.

Eligibility
Cockpit or cabin crew Employee traveling from base to operate an American Eagle flight and cockpit or cabin crew Employee traveling from an American Eagle flight operation back to base.

Boarding Priority
- A1: travel to position for an American Eagle flight from base
- A3I: travel from an American Eagle operation to base

Bookings must be made in advance of travel. If the crew member is not booked or is not properly booked, he must contact his employing Regional Affiliate’s crew scheduling department for assistance.

Ticketing
A ticket is not required. The properly made booking will serve as authorization for travel and should be accepted in lieu of a ticket.

Accommodation
Regional Affiliate cockpit crew Employees are eligible to ride in the American Airlines and American Eagle flight deck jumpseat.

Regional Affiliate flight attendants are not eligible to ride in the cabin jumpseats (CJ) of American or American Eagle flights.

Order of accommodation will vary depending on the operating airline.
General

Baggage
Non-revenue travelers receive the same carry-on baggage allowances, including the number and size, allowed for revenue passengers. You may have one carry-on item, and one personal item. Please go to aa.com to view a list of permitted items (including weight and size) that may be carried onboard the aircraft.

For checked bags, non-revenue passengers may check two bags per person free of charge on all domestic flights. Strollers and car seats are exempt from excess baggage fees and do not count toward your allowable total.

The checked baggage allowance for domestic flights and most* international flights is two checked bags. The maximum size for a checked bag is 50 lbs. and 62 inches (length + width + height).

- If you exceed the free baggage allowance (i.e., in number, size, or weight), you will need to pay the same excess baggage charges our revenue customers pay for any bags above the free allowance, overweight or oversized.
- Employees on Company Business travel are exempt from fees for excessive, overweight, or oversized bags, except oversized/overweight sports equipment and electronics.
- During busy seasons, American does place limitations on checked baggage and boxes to various international locations. See www.aa.com for a comprehensive list.

Due to security restrictions that apply for international/non-U.S. 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 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.

Information on baggage allowances and specific fees for your routing can be found online at www.aa.com.

Should you have issues with your checked baggage while on Personal Travel, the company will pay for certain types of claims, including:

- Loss
- Damage to bag and contents
- Delivery of lost bags

If your checked bag is mishandled, you’ll file a claim at the airport. After you’ve filed your claim, you may submit your claim number to Central Baggage for tracing.
You will not be compensated for interim expense claims or those incurred due to a delay in baggage (such as purchasing replacement items).

Should you have issues with your checked baggage while on Company Business Travel the company will pay for all types of claims and deliveries. To initiate the process, you will need to file mishandling claims at the airport and continue to submit claims to Central Baggage for tracing and compensation.

**Hazardous materials**

Many common items can be very dangerous in flight. Temperature and pressure changes can cause leaks, toxic fumes or fires. View a complete list of prohibited items and TSA requirements at www.faa.gov.

You must declare any dangerous goods to the airline. Failure to do so violates U.S. Federal Law. Violators may be subject to a maximum penalty of five years’ imprisonment and a fine of $250,000 or more (49 U.S.C. 5124).

When you ticket and flight list on myIDTravel you will be required to accept a dangerous goods acknowledgement. When checking in for a flight, please allow sufficient time to accept the dangerous goods acknowledgement.

For more information about acceptance of items for travel and baggage restrictions and embargoes, see Restricted Articles located on aa.com.

**International Travel**

When traveling to non-U.S. destinations, including the U.S. Virgin Islands and Puerto Rico, you must have complete passport (passport number, issuing country, expiration date and nationality) and personal contact information in your reservation. In addition you are required to have appropriate travel documentation, including passports, visas, etc. to enter and return, connect or travel through another country.

Some countries require your passport be valid for six months or more from the date of travel.

You are responsible for determining what travel documents and vaccinations are required to enter into any country along your journey. 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 Korea and the Philippines.

If you and/or your Eligible Travelers do not obtain and carry the documentation required for international travel, it can result in denied boarding, as well as substantial fines for the company and in some cases, to you and your Eligible Travelers.
When flying on non-U.S. routes, it is best that you flight list for round-trip travel and carry a copy of your itinerary, this can be a printed copy of the confirmation email you receive from myIDTravel. 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.

You and your eligible travelers must observe warnings posted on the U.S. State Department’s travel warnings.
Annex A– General Rules of Conduct

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

Eligible Travelers may only use travel privileges for personal pleasure travel. Personal travel privileges may not be used for any kind of business-related travel.

Employees traveling to attend required training for the military reserves may use their personal travel privileges (Note: employees may be asked to provide a copy of their military reserve orders).

Employees may use personal travel for personal charitable efforts, as long as no compensation and no personal benefit is received.

Eligible Travelers may not enter the secured area of airport terminals through employee portals or entrances with the intention of traveling unless they are a working crew member. SIDA (Security Identification Display Areas) access may be permanently revoked by TSA. All travelers must go through TSA screening prior to boarding a flight.

Eligible Travelers must not accept denied boarding compensation and/or re-accommodation to another airline while on Personal or Company Business Travel.

Eligible Travelers who have purchased a revenue ticket or redeemed miles for a flight are not allowed to also list as a non-revenue pass traveler on that flight or any other flights with that same routing within 24 hours from the departure time of the flight a revenue ticket has been purchased.

Falsifying or manipulating travel records is prohibited; examples of such conduct include creating fake reservations, booking employee travel for someone who is ineligible for travel under this Travel Program.

Unless travel requires that a company badge be worn, i.e. travel when occupying the jumpseat, Employees should not wear company or security badges when traveling on a non-rev space-available pass or on a confirmed space business ticket.

When traveling in the Main Cabin Eligible Travelers are expected to pay for any inflight amenities that require payment. This can include, but is not limited to, drinks, snacks, Wi-Fi and headphones. As long as quantities permit, non-rev travelers will be afforded the same complimentary amenities as revenue passengers when traveling on international flights or in a premium cabin.

American’s Customer Relations and Social Media teams are busy supporting our revenue customers, so Eligible Travelers who feel they have been treated improperly should report all complaints, concerns and/or problems they experienced to their employing airline travel office.