

# Associate Leisure Travel Guide



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**SHUTTLE AMERICA**

**REPUBLIC AIRLINES**

Revision Effective: December 2015



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## Quick Links

**AMERICAN AIRLINES TRAVEL PROGRAM:**

See the Travel Services page on the Company intranet for details

**DELTA AIRLINES TRAVEL PROGRAM :**

<http://connect.delta.com>

**REGISTER FOR DELTA AIRLINES TRAVEL PROGRAM :**

<http://register.delta.com>

**REPUBLIC AIRWAYS INTRANET:**

<https://intranet.rjet.com>

**REPUBLIC AIRWAYS LEISURE TRAVEL DEPARTMENT:**

[TravelLeisure@rjet.com](mailto:TravelLeisure@rjet.com)

**ULTIPRO ACCESS:**

[www.myrjet.com](http://www.myrjet.com)

**UNITED AIRLINES TRAVEL PROGRAM:**

<http://skynet.ual.com>

**ZED TRAVEL HOME PAGE:**

<http://www.myidtravel.com>



# Introduction

This guide is designed to familiarize associates with their travel privileges. Keep this packet with you as it explains and summarizes how to utilize leisure travel privileges. Should you require assistance with your travel privileges please contact the Travel Department. An electronic copy of this guide and other travel forms can be found on Republic Airways' intranet, on the Travel Services page. The company intranet can be accessed at <https://intranet.rjet.com>.

## WHAT IS NON-REVENUE TRAVEL?

Non-revenue space available (NRSA) travel is stand-by travel that does not generate revenue. When a flight has "unsold" seats, this creates space available on the aircraft that are given to non-paying passengers. These passengers can include paying passengers who have been bumped from earlier flights, other airline associates, and even your co-workers. Some non-revenue passengers will have higher boarding priority than you, regardless of when they made their reservation, due to their seniority, hire date, or employing company. Non-revenue travel can be difficult and you may not get on any flight that day. The best advice is patience, patience, patience. You should plan to leave on one of the first flights of the morning which typically have better "loads" or seats available and give yourself plenty of time while remembering to be flexible. Keeping those simple tips in mind will create a travel experience that is stress free with a higher chance of getting to your destination successfully.

## CONTACTING THE REPUBLIC AIRWAYS TRAVEL DEPARTMENT

The Travel Department is located at Indianapolis Headquarters

**PHONE:**  
317-246-2626

**E-MAIL:**  
[TravelLeisure@rjet.com](mailto:TravelLeisure@rjet.com)

**FAX:**  
317-484-4544

**ADDRESS:**  
8909 Purdue Road, Suite 300  
Indianapolis, IN 46268

**ULTIPRO:**  
[www.myrjet.com](http://www.myrjet.com)

**INTRANET:**  
<https://intranet.rjet.com>





# General Guidelines for Travel

Travel privileges are only for active associates. If an associate takes a leave, is suspended, or terminates their employment, all travel privileges are suspended—including eligible family travel.

It is the associate's responsibility to follow established guidelines of our code share partners and other carriers, complying with their policies when using respective travel privileges. Code share partners may change pass policy without notice. Please familiarize yourself with our company's, and our partner airlines', non-revenue travel information. Please keep in mind that not all information on our partner airlines' website applies to non-mainline associates.

## CONDITIONS OF TRAVEL

It is the associate's responsibility to remain informed, and to inform all pass riders of the rules and conditions of travel of the Company and its partner airlines. You and your pass riders expressly assume all risk of accidents, and of personal injury and/or death and loss, damage to, or delay in the delivery of property, regardless of their causes, and absolve Republic Airways from all liability therefore.

All travel privileges are allowed under the condition that is declared by the user that such user is not prohibited by law from receiving pass transportation and further that pass travel will be lawfully used.

As a further condition to its issuance, the associate certifies that all persons listed for these privileges meet the eligibility requirements as outlined in this and other current travel information and are eligible for reduced rate travel. By enrolling and using these privileges, the associate certifies that all persons listed accept the conditions of travel listed in this guide and associated information. Any omission or falsification of information given to the company regarding access to, or use of, travel privileges will be considered abuse of this program and sufficient cause for loss of travel privileges and/or dismissal from the company.

Travel privileges are not transferable and are issued upon the express condition that it is subject to disciplinary action.

By using these privileges, the associate agrees that any payment not paid before travel and due the carriers can be payroll deducted from their paycheck.



## DISCLAIMER

Republic Airways, at its sole discretion, reserves the right to suspend or revoke pass privileges for any associate who violates or abuses pass policy rules of our code share partners' or the Company's travel program, at any time and without notice.

## PASS RIDER TRAVEL

The associate is not required to be present at the time of travel for listed pass riders. Even so, people using an associate's leisure travel pass privileges are always held to the same standards of conduct as the associate.

Associate logins for phone and online listing systems are not to be shared. This is a violation of policy and a security concern for both Republic Airways and our associated carriers. Some travel systems are set up to allow a pass rider their own limited access to make or view listing information. Unless this access is granted specifically through that website, no one else is to be using the listing programs for leisure travel privileges.

**It is the associate's responsibility to ensure those individuals who receive pass travel are aware of, and adhere to, Republic Airways' and the mainline carrier's policy for non-revenue travel (Conditions of Travel, dress code, rules of conduct, listing, etc).** Associates will be held responsible for all non-revenue travelers using their travel privileges, including any pass travel charges applied afterwards. Ensure that you and your pass riders are aware of rules and regulations of the Company and our partner airlines. Any violations of policies and regulations, including confrontation with airline personnel, will result in the associate's travel privileges being suspended or possibly revoked.

The traveler must understand that travel is on a space available basis only and is subject to the challenges and difficulties of non-revenue travel. If a pass rider encounters a problem, he or she should not argue, question, or interfere with on-duty staff. Instead, report the problem to the employee after travel is complete so they may notify his/her manager or supervisor.

Be aware of any travel embargoes on flights that might conflict with travel plans to avoid interrupted or difficult travel.

### IMPORTANT!

It is the associate's responsibility to ensure those individuals who receive pass travel are aware of, and adhere to, Republic Airways' and the mainline carrier's policy for non-revenue travel (Conditions of Travel, dress code, rules of conduct, listing, etc).



## CONDUCT AND COURTESY

Travelers are expected to act in a courteous and professional manner. Unbecoming behavior includes, but is not limited to intoxication, lewdness, and rudeness are subject to disciplinary action. Treat agents, other passengers, and everyone involved in your travel experience with the utmost consideration. Agents, crew members, and others who are working may become stressed with particular situations, and may vent on non-revenue passengers. Do your best to diffuse the situation as to not cause a scene for the revenue passengers. Confrontation with airline personnel is not acceptable. Non-revenue travelers are not to discuss the costs or conditions of these travel programs with revenue passengers.

## DRESS CODE

When traveling as a non-revenue passenger, you and your guests are representing the airline. Traveler attire must meet certain company standards. Non-revenue passengers who are not suitably attired will be denied transportation. Unacceptable attire for all travelers, regardless of age, include: tank tops, ragged slacks, short shorts (dress shorts at knees length are acceptable on certain carriers), jeans with excessive wear and/or holes, clothing that bares the midriff, bathing attire, halter tops, etc. Shoes are required, and should be in good taste. The safest way to go is in 'business casual' attire. This consists of clean, neat, clothing that you would wear in an office environment. For current mainline relaxed dress code guidelines, please review each specific carriers' website.

## BAGGAGE ADVISORY

We strongly urge all non-revenue passengers to limit their checked bags to one bag, system wide. There is no fee for your first checked bag. Be aware that most leisure Travelers use carry-on only, due to the possibility of not getting on a flight. Please visit our partner airlines' employee travel websites to read more information regarding baggage policies.

## MULTIPLE LISTINGS

A benefit of our combined travel program is the ability to hold listings for multiple carriers at the same time. When cleared to board an aircraft, it is highly advised that associates cancel all conflicting travel arrangements. Some carriers have started to enact a policy of punishing associates that make multiple unused listings.

Please also note that associates that have decided to purchase a revenue ticket should not be holding any non-revenue travel listings at that time. This is considered abuse of non-revenue travel privileges and is subject to discipline.





## SELLING NON-REVENUE PASS TRAVEL

Listing Travel Companions for profit or payment of any debts resulting in personal gain is considered abuse of the travel program punishable by suspension of travel privileges up to, and including, employment termination. The associate must have a direct relationship with the passenger by either friendship or family relation. Non-revenue travel, likewise, may not be used in exchange for goods or services, accommodations or prizes, or for other business purposes not related to Republic Airways Holdings or its subsidiaries.

## REFUNDING TRAVEL CHARGES

Make sure that you are using the indicated refund procedures with each travel system. Initiating refunds for pre-paid travel charges through any other means, such as through the credit card company used for the transaction, causes problems with the accounting processes of our travel partners. Repeated incidents can constitute an abuse of travel privileges and can result in deactivation of leisure travel privileges.

## PASS TRAVEL FOR NON-COMPANY BUSINESS PROHIBITED

Pass Travel for non-Company (RAH) business travel is prohibited by the RAH Travel Policy. Travel that is connected with the growth of a business venture, or designed to advance the growth of a business, via networking, auditioning or interviewing and intended to lead to or is made in anticipation of business is considered to be travel for personal business.

## DISCIPLINARY ACTION

Associates should remember that use of these travel programs as a non-revenue passenger is a privilege.

Disciplinary actions for “ineligible travel use”, “abuse”, or “misuse” of the travel program can include full-fare ticket charges and may include suspension or cancellation of travel privileges depending on the severity of the offenses.

Violations of any policies or regulations, for any or all travel privileges, are subject to disciplinary action up to, and including, termination from the company.

### IMPORTANT!

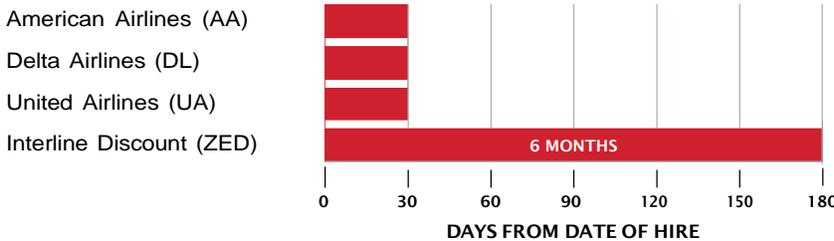
Not all cases where disciplinary action may be applied are included in this guide. Associates unsure of any policy should contact the Travel Department for assistance.



# Eligibility and Pass Riders

Privileges to fly on other carriers, called “mainline carriers”, depend on a combination of what company you work for (Republic Airlines, Shuttle America, or Republic Airways), where you are based (IND, CMH, PHL, etc), and the operations that you support. Depending on your position, your base may not be assigned right away and would delay your access to some privileges’ listing systems. Though we do our best to provide timely information, travel privileges are still subject to change without notice. It is up to you to keep up with all company memos for the most up to date information.

## ELIGIBILITY TIMELINE



## ENROLLING IN TRAVEL

To enroll in leisure travel privileges, you will need to email the Travel Enrollment Request to the travel services department at [travelleisure@rjet.com](mailto:travelleisure@rjet.com) within six weeks of your date of hire. This will ensure that you are enrolled for the current year.

Newly-hired associates can find the information they need in order to enroll on the front page of the Travel Services webpage of [intranet.rjet.com](http://intranet.rjet.com). The addition of all eligible pass riders to your code share travel privileges is included in that process. Pass riders are family or friends that meet certain eligibility requirements and can use your travel privileges. Associates can list all pass riders during the new hire enrollment process or during the Leisure Travel Open Enrollment, held once a year.

Associates that are gaining eligibility for travel privileges, through transfers of base, certificate, or operation, are given six weeks from that change in status to request addition to that new program and addition of any pass riders for it. Any changes requested after this time may be denied. Any use of travel after the effective date for that change is ineligible.

### IMPORTANT!

To enroll in leisure travel privileges, you need to complete the Travel Enrollment questionnaire within six weeks of your date of hire.





Other changes to your pass rider lists must qualify as a life event and will be subject to a 7-10 business day processing time. Qualifying life events are: addition of associate's spouse, addition of domestic partner, and addition of child (includes step-child or domestic partner child from marriage or domestic partnership, biological child age 2 or under, adoption within past six months). **Companion and parent additions will not be made after your initial enrollment or outside of the Travel open enrollment period.**

The associate may request removal of any pass rider from travel privileges at any time. Additions must comply with requirements stated for each pass rider.

Associates, when following Travel policy, are not normally required to submit documentation to support pass rider additions. However, travel is audited and if ineligible pass riders are discovered, they can be removed from the associate's travel privileges.

If documentation is requested by the Company, you must be able to provide supporting documentation for all listed pass riders within 30 days. Failure to do so can result in disciplinary action up to, and including, termination. Pass rider eligibility and supporting documentation requirements are listed in this guide and supplementary forms.

An open enrollment period is held once a year to allow associates to make changes to their travel programs and pass riders for the year. Details regarding the time frame and procedure will be distributed prior to the beginning of open enrollment.

## IMPORTANT!

Companion and parent additions will not be made after your initial enrollment or outside of the Travel open enrollment period.



## ELIGIBLE PASS RIDERS

Other people can use the travel privileges that we are eligible to receive. These people are referred to as pass riders or eligibles. Eligibility requirements and supporting documentation for each are posted here.

### PARENTS

Our partner carriers allow a mother and father with the following exception: Delta will permit up to 4 parents eligible for travel. Biological, adoptive and step parents are eligible. The same pair of parents must be listed on United and US Airways in the event that you have both of these privileges and list parents for them. In-laws are permitted on US Airways only in the event that one or both natural parents are deceased. The supporting documentation for parents is listed below.

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<b>Biological:</b>	The associate's state-certified birth certificate naming your parents
<b>Step-Parents:</b>	Marriage Certificate from biological parent showing the marriage to step parent
<b>Adoptive:</b>	Legal Adoption Paperwork prior to associate's 18th birthday.

### SPOUSE

For the purposes of code share leisure travel privileges, spousal status is available for legally married spouses (as defined by federal law) and a common law spouse (in states/districts that allow) are eligible for travel privileges. *You may enroll your spouse if you are legally married, but it is your responsibility to be prepared to provide documentation upon request.*

Acceptable documentation is listed below.

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<b>Spouse:</b>	State-certified marriage certificate
<b>Common Law:</b>	Documentation varies depending on location



## DOMESTIC PARTNERS AND REGISTERED COMPANIONS

An associate may designate a domestic partner (if unmarried) or a registered companion/guest/enrolled friend depending on our partner carriers' established criteria. You are required to notify the company within 30 days of the termination of a domestic partner's status. You will not be able to add a new domestic partner for six months from that notification date, or the next open enrollment period, whichever comes first.

**An Associate may apply for Domestic Partner Privileges if both partners meet the following criteria:**

- Are at least eighteen (18) years of age
- Are competent to contract when the domestic partnership is registered with Republic Airways, Inc
- Are not legally married to anyone, and have dissolved any prior marriages through death or divorce
- Are not related to each other by a degree of closeness that would prohibit legal marriage in the State or locality where partners reside
- Are each other's sole domestic partner
- Have, and still share, a household that is the primary residence of both for the last six months (although they may live apart for reasons of education, health care, work, or military service)
- Are responsible for each other's common welfare and financial obligations

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**One of the following Two options for supporting documentation must be fulfilled within 30 days of a request for documentation from the Travel Department.**

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1. A copy of the registration for the state or locality which allows for registration of Domestic Partner Relationships.

OR

2. Documentation from **both of the following lists.**

- a. A joint mortgage, lease, or deed signed and dated at least six months prior to the original application date. A signed declaration of Power of Attorney to act on each other's behalf also qualifies.
- b. Proof of a joint bank account, joint credit card, or other evidence of financial responsibility dated at least six months prior to the original application date. We can also accept designation of the Domestic Partner as primary beneficiary for Life Insurance, Retirement Benefits, or a Legal Will or Trust.

Other documentation that fulfills the eligibility requirements may be accepted at the discretion of the Travel Department.





An associate that does not have a Spouse or a Domestic Partner is eligible to add a Registered Companion, as long as they meet the following criteria:

- **American:**
  - You may have only one Companion.
  - The associate must not have a Spouse or Domestic Partner.
  - You have not added another Companion for 365 days.
- **United Airlines:**
  - You may choose to list a Companion in lieu of a Spouse/Domestic Partner.
  - Associates supporting United Airlines operations may list one additional person as a Companion, independent of other pass riders.
- **American & United:**
  - The Companion must be at least 18 years old.

Documentation for a Registered Companion, if requested, is a copy of the companion's driver's license, passport, or birth certificate to show proof of age.

Travel taken by Registered Companions and Domestic Partners is liable as **Imputed Income**. As a general rule, each travel segment flown is taxable and will show on the associate's paycheck as both additional income and deduction equal to 10% of the lowest unrestricted fare—typically the "Y" fare. The following is an example of imputed income.

Y6 Fare from PHL to PHX is \$974. 10% of that fare is \$97.40. \$97.40 is added as earned income (and deductions) on the associate's pay stub. If this associate's total tax rate including federal, state and FICA is 35%, the next deduction from that paycheck for that one segment of travel is \$34.09

## DOCUMENTATION FOR A REGISTERED COMPANION

Copy of the 1 of the following to show proof of companion's age:

- Driver's license
- Passport
- Birth certificate



## MINOR AND DEPENDENT CHILDREN

Eligible unmarried children are those you provide for, who meet the requirements of our partner airlines, and are not at the maximum age. This currently includes biological children, step-children, legally adopted children, children for whom you have complete legal guardianship, up to age 26. Additionally, unmarried, disabled children under the care of the associate may be added as dependent children. The supporting documentation for dependent children is listed below.

Children under the age of 2 years old are eligible for leisure travel privileges as a “lap-child” and may often fly at little or no charge. This is usually dependent on the child not occupying a seat. The process for listing lap children may be different with each travel program. If instructions are not included in this guide or other applicable travel information, associates should contact a representative from the airline being used.

### IMPORTANT!

Children under the age of 2 years old are eligible for leisure travel privileges as a “lap-child” and may often fly at little or no charge.

<b>Children under the age of 19:</b>	Child’s birth certificate	
<b>Step-children:</b>	Child’s birth certificate showing their relation to associate’s spouse	
<b>Adopted children:</b>	Court Adoption paperwork	
<b>Children under guardianship:</b>	Court Guardianship paperwork	
<b>Dependent children under 26:</b>	Child’s birth certificate and their school schedule. Students must be enrolled full-time to qualify as a student (schedules are only valid for that school-year)	
<b>AA:</b>	Child must be under 19 or under 24 if FT student	*refer to page [16] for more details
<b>DL:</b>	Child must be under 19 or under 24 if FT student	*refer to page [17] for more details
<b>UA:</b>	Child must be under 22 or under 26 if FT student	*refer to page [22] for more details
<b>ZED:</b>	Child must be under 19 or under 24 if FT student	*refer to page [27] for more details

If you have a Domestic Partner, that partner’s child may be added to your US Airways travel privileges while complying with the same documentation and age requirements listed above.





# Code Share and Republic Airways Pass Programs



## American Airlines

American Airlines privileges are available, after 30 days from date of hire, only for associates supporting American operations at their base. Flights that may be used include all American Airlines mainline and American Connection flights, but not code share flights operated by another airline (i.e.: American Airlines operated by British Airways). **The online listing process, is located on in the AAC Guide on the Travel Services Pages of the Company Intranet.**

### IMPORTANT!

To list for a flight and review loads, please see the American Airlines section of the Travel Services page on the Company Intranet.

The AAC program is similar to the ZED fare process for American Airlines, which is listed and ticketed through myIDTravel. Be careful when listing for a flight that you are using the correct process in order to make sure you receive the leisure travel program discounts.

### LOGIN/LISTING INFORMATION

Login instructions are available on the Travel Services page of the Company Intranet.

If you are eligible for the American Airlines leisure travel program (directly support AA), please refer to the American Airlines options on the Travel Services page of the Company Intranet. If you are not eligible for the AAC program, please refer to the ZED program on page 27 of this guide.





# Delta Air Lines



Delta Air Lines privileges are available 30 days from date of hire only for associates supporting Delta operations at their base assignment. This program includes all Delta and Delta Connection flights but not code share flights operated by another airline (i.e. Delta Air Lines operated by China Airlines).

<b>Website - DeltaNet:</b>	<a href="http://connect.delta.com">http://connect.delta.com</a>
<b>Listing system:</b>	TravelNet
<b>Phone- Employee Service Center:</b>	800-693-3582 (800-MY-DELTA)
<b>Phone- Listing:</b>	800-325-7123
<b>Delta IT Help Desk:</b>	888-714-0529

## ELIGIBLE PASS RIDERS

- Spouse or Domestic Partner
- Dependent Children
- Parents: up to four biological or step-parents. Boarding priority is always S4

**IMPORTANT!**  
Buddy passes and Registered Companion/Guest travel are not offered by Delta.

## CHARGES

<b>Annual travel activation (by hire date):</b>	\$50
<b>Domestic Partner:</b>	Imputed income
<b>Parents:</b>	S4 rate charged and paid online
<b>International travel:</b>	\$150 plus taxes each way after 6 fee-waived flight days

All associates using Delta travel pay a yearly \$50 activation fee and register. Registration for online access does not have to be completed to make a listing; however, the yearly fee must be paid to Delta before ANY travel is validated.

Service charge waived transoceanic flights are limited to 6 flight days per year. A flat \$150 service charge each way will apply for any additional transoceanic travel beyond 6 flight days. The additional flight days will be at a lower priority (S4). International taxes apply to all transoceanic flights and will be payroll deducted after travel has been completed & payments are made when booking travel on DeltaNet.





## REGISTERING FOR DELTA TRAVEL

Registration must be completed for online access.

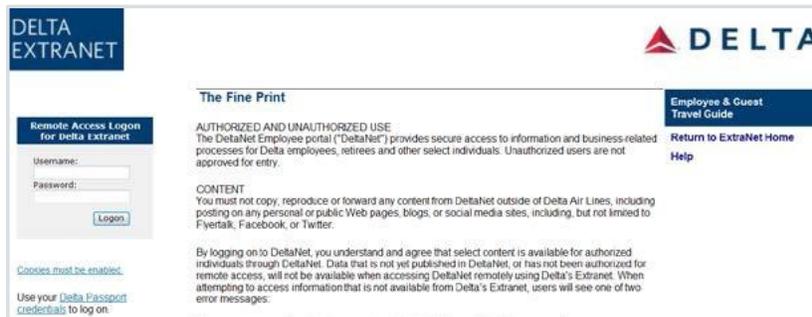
1. To register for your Delta Privileges, please go to <http://register.delta.com>
2. Type your Delta Passport ID (see info below). There is no default password. Leave that blank and click on “New User or Forgot password?” link to proceed.
3. Delta Passport/User ID (also known as a Delta PPR)—
  - If employee number starts with 2 or 6 your PPR will begin with 30 and end with 0. Example:30#####0
  - If employee number starts with 8 your PPR will begin with 31 and end with 0. Example: 31#####0
4. This process can also be used for resetting a forgotten password.



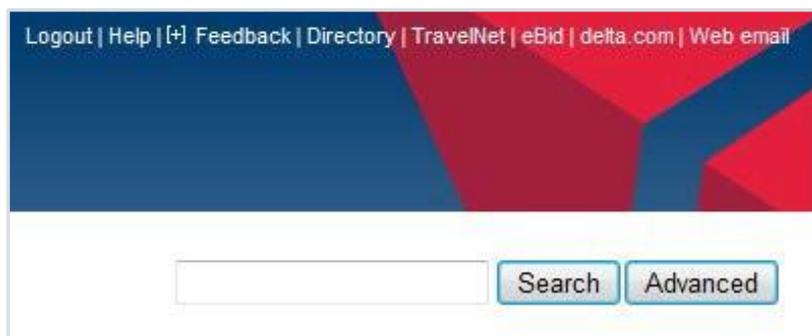
## ONLINE LISTING FOR DELTA TRAVEL



1. Go to <http://connect.delta.com>
2. Select the DeltaNet Employee portal for Employees



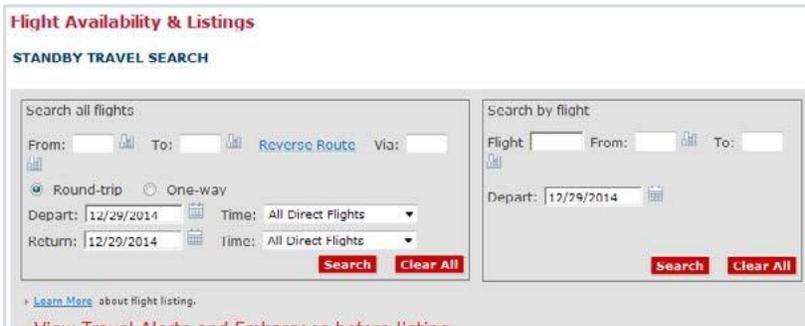
3. Log into with your PPR number as the Username and the password that you have set up.



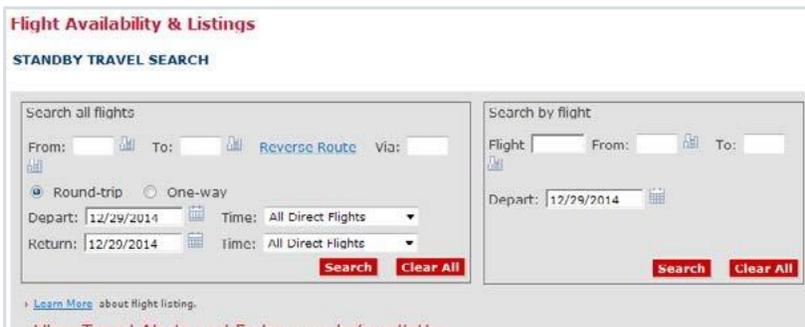
4. On the DeltaNet home page, click on the link for TravelNet. This is the Delta online listing tool.



- If you have not already paid your activation fee for the current year, or are close to the next payment date, you will be prompted to pay the activation fee at this time. Travel listings will not be valid if the activation fee is not paid.



- Fill in your departure and destination airports' three-letter codes.
- Select round-trip or one-way, and the travel dates.
- Click on the Search button.



- Select one of the itineraries for the outbound trip and one for the return.
- When looking at flights in TravelNet, Av=Available, Au=Authorized, and Cap=Capacity. Clicking on the icon in the Standby List column identifies who else is listed on a particular flight. Clicking on the priority code in the Airport Standby List will open a copy of Delta's priority code list for all applicable instances. More information for the individual flights can be viewed by clicking on the flight number.





**PASSENGERS**  
Add one or more Special Service Requests (SSRs) as needed.

<input type="checkbox"/>	Name	Pass Rider #	Pass Rider Type	Special Service Request
<input checked="" type="checkbox"/>		00	Self	<a href="#">Add Service Request</a>
<input checked="" type="checkbox"/>		01	Parent	<a href="#">Add Service Request</a>
<input type="checkbox"/>		02	Parent	
<input type="checkbox"/>		03	Parent	
<input type="checkbox"/>		04	Parent	

[Is someone missing from your list?](#)

11. Once the entire itinerary has been selected, select pass riders from your list to add to the itinerary.

12. If traveling with a lap child, or a pass rider has special needs, click on the Add Service Request link to indicate the specific need.

13. The next step is the TSA Passenger Name validation. verify your pass rider's name, date of birth, and gender is the same as on their traveling identification. Correct if necessary, and then click on Create Listing.

**Fare Quote**

**STANDBY TRAVEL**  
Your listing includes one or more passengers who require a ticket, which must be purchased to complete this listing.

**ITINERARY**

Flight	From	To	Departure Date	Departure Time	Arrival Date	Arrival Time	Carrier	Aircraft	Business Av/Au(Cap)	First Av/Au (Cap)	Coach Av/Au (Cap)	Cabin	Standby List
0877	IND	LAX	05Jan	07:09AM	05Jan	09:00AM	DL	320	0/0(0)	0/0(12)	26/31(138)	First	<input type="checkbox"/>
2312	LAX	IND	12Jan	10:30PM	13Jan	05:31AM	DL	320	0/0(0)	11/11(12)	88/95(138)	First	<input type="checkbox"/>

Av=Available, Au=Authorized, Cap=Capacity. [Learn More](#) Click the flight number to see flight details.

**PASSENGERS**

Name	Pass Rider #	Type	Currency	Base Amount	Estimated Taxes/Fees	Total Fare	Payment Type	
	00	Self	--	0.00	0.00	0.00	Payroll Deduct	
	01	Parent	USD	130.40	28.98	159.38	Credit Card	
<b>Total Credit Card Fare</b>				<b>USD</b>	<b>130.40</b>	<b>28.98</b>	<b>159.38</b>	<b>Credit Card</b>

[Start Over](#) [Back](#) [Continue](#)

14. For pass riders and travel that require pre-payment, such as parent travel, you will be given a fare quote. For travel not requiring pre-payment, skip to step 15.

15. After clicking the continue button, you will be required to pay with a credit card. Type all required information into the necessary fields and continue.

**Standby Listing Confirmation**

**STANDBY TRAVEL**  
Record Locator Number GHYXQN  
Your Standby Listing has been saved.

**ITINERARY**

Record Locator	Flight	From	To	Departure Date	Departure Time	Arrival Date	Arrival Time	Carrier	Aircraft	Business Av/Au(Cap)	First Av/Au (Cap)	Coach Av/Au (Cap)	Cabin	Standby List
GHYXQN	0877	IND	LAX	05Jan	07:09AM	05Jan	09:00AM	DL	320	0/0(0)	0/0(12)	26/31(138)	First	<input type="checkbox"/>
	2312	LAX	IND	12Jan	10:30PM	13Jan	05:31AM	DL	320	0/0(0)	11/11(12)	88/95(138)	First	<input type="checkbox"/>

Av=Available, Au=Authorized, Cap=Capacity. [Learn More](#) Click the flight number to see flight details.

**PASSENGERS**

Name	Pass Rider #	Pass Rider Type	Type
	00	Self	Adult

**SPECIAL SERVICE REQUESTS (SSR)**  
None Selected

**OTHER**  
An email with this listing information was sent to first.last@rjet.com  
Are you familiar with Delta's expectations for appearance and conduct while using your pass travel privileges? Click [here](#) for more information.  
To calculate your CO2 emissions and learn more about carbon offsetting, click [here](#).

[Start Over](#) [Check In](#) [Cancel Listing](#) [Change Listing](#)

16. Once all necessary steps you have been covered for your travel listing, a Record Locator Number will be given. This can be used to check-in online prior to arriving at the airport, or at the Delta ticket counter or kiosk.





# United Airlines



United Airlines travel privileges are available 30 days from date of hire for all associates by way of agreement with United.

Associates that are not directly supporting United Airlines operations, depending on certificate and base assignment and operations, have different privileges and will have different charges applied.

This program includes all United and United Express flights, but not code share flights operated by another airline (i.e.: United Airlines operated by Lufthansa Airlines).

<b>Website - Skynet:</b>	<a href="http://skynet.ual.com">http://skynet.ual.com</a>
<b>Listing System:</b>	employeeRES
<b>Phone- Listing:</b>	866-359-3727 (866-FLY-EPAS)
<b>United IT Help Desk:</b>	800-255-5801

## ELIGIBLE PASS RIDERS

- Spouse or Domestic Partner or Primary Enrolled Friend
- Extra Enrolled Friend (only available for supporting associates)
- Dependent Children
- Two (2) Parents

All associates may designate a Primary Enrolled Friend in lieu of spouse or domestic partner

## ENROLLMENT FEES AND CHARGES

<b>Enrollment Fees for supporting associates:</b>	\$50 for associate \$50 for each pass rider \$200 for extra enrolled friend
<b>Enrollment Fee for non-supporting associates:</b>	\$200 for associate and each pass rider
<b>Domestic Base Segment Charge:</b>	\$25 plus applicable taxes
<b>International Base Segment Charge:</b>	\$50 plus applicable taxes
<b>All Domestic Partner and Enrolled Friends:</b>	Additional Imputed income





Base segment fees and service charges will apply for all Enrolled Friends, parents, and associates that are not directly supporting United operations. These fees are applied for each segment flown and will be payroll deducted following travel. Upgrade charges will be pre-paid if listed online, or payroll deducted if upgraded at the gate. By accepting a first or business class seat assignment, you agree to be charged the applicable fees. Associates must request refunds for any unused, and pre-paid, upgrade charges.

Applicable departure taxes, immigration, inspection and customs fee, Federal, State, FICA or local taxes will be assessed in addition to both the base segment fees and enrollment fees.

## OBTAINING YOUR UNITED 'N' NUMBER AND LOGGING INTO UNITED

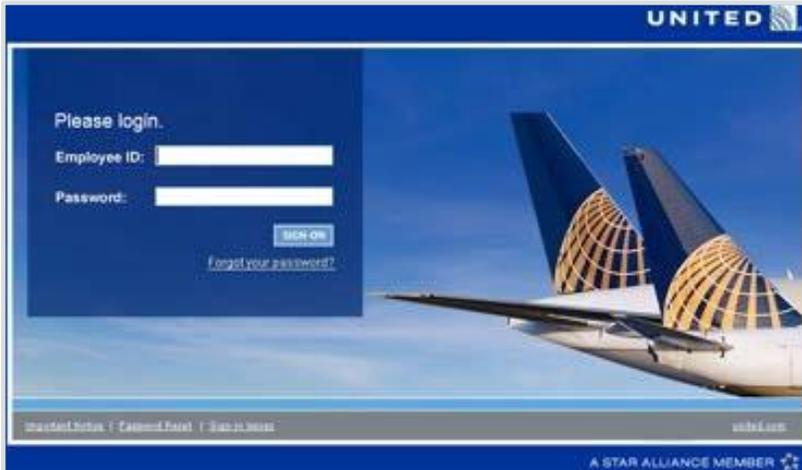
1. Login to Ultipro
2. Scroll over Myself, Jobs, then click on Other Company Info (If not posted, please e-mail [travelleisure@rjet.com](mailto:travelleisure@rjet.com))
3. Go to <http://skynet.ual.com>.
4. Enter your N number as the your Employee ID
5. The default password is your date of birth in format YYYYMMDD.
6. Instructions are given to set up a new password and security questions for your account.
7. Return to the main login page and use your new password to access their intranet.

## REFUNDS

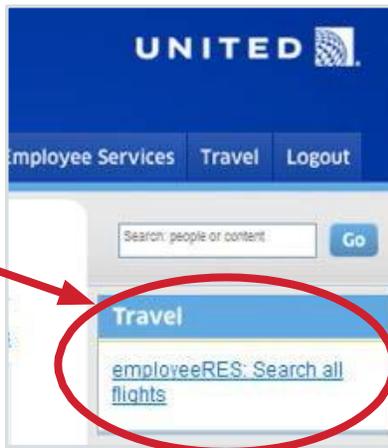
If you have canceled a listing in employeeRES, the refund should automatically begin processing. If you did not cancel the listing in employeeRES, you will have to fill out the request form on [United.com](http://United.com), under Reservations and Refund Policy. You can find more information on United's refund policy on the Skynet website.



## ONLINE LISTING FOR UNITED TRAVEL



1. Go to <http://skynet.ual.com>.
2. Log in by following the United login instructions. If you have already set up a password, use that instead.



3. Click on the link on the top right of the FlyingTogether home page to access United's Travel information.
4. Click on the link for employeeRES to access this listing system.
5. Select Round Trip or One-Way.
6. Make sure that the Travel type is set to the default "Personal/Leisure Travel".
7. Type the departure and destination airports in the "From" and "To" fields.
8. Select the Depart and Return dates.
9. When selecting Maximum Connections, Non-stop looks for routes without connections, Direct will look for the shortest routes available on the travel dates.
10. Click Search to look up possible travel options.



IND 6:00a	ORD 6:06a	UA3518	1 hr 6 mn	0	6/0/64	0/0/0	0/0/1	6/0/44	Select
Operated by Shuttle America Airlines dba United Express									
IND 8:00a	ORD 8:13a	UA3498	1 hr 13 mn	0	6/0/64	0/0/2	0/0/0	2/0/33	Select
Operated by Shuttle America Airlines dba United Express									
IND 9:08a	ORD 9:20a	UA3511	1 hr 12 mn	0	6/0/64	0/0/0	0/0/0	5/0/53	Select
Operated by Shuttle America Airlines dba United Express									
IND 10:40a	ORD 10:46a	UA6053	1 hr 6 mn	0	0/0/50	0/0/0	0/0/0	0/0/23	Select
Operated by ExpressJet Airlines Inc. dba United Express									

11. Select an itinerary for each of the travel dates by clicking on the Select button on the right.

Departs	Arrives	Flight #	Travel Time	Upp	Capacity	F/C/Y	PS F/C/Y	SA F/C/Y	Avail F/C/Y	show all																														
MIA 6:30a	ORD 8:40a	UA5192	3 hr 10 mn	0	6/0/60	1/0/0	0/0/5	2/0/16	Select																															
Operated by Skywest Airlines dba United Express																																								
<a href="#">Boarding Totals</a>   <a href="#">Pass Rider List</a>   <a href="#">Seat Map</a>																																								
Departs: <b>Travel Time: 3 h 10 m Meal: R/G Upgradeable Standby:0</b> <b>MIA 6:30a</b> 9/27/2013 Equipment: CR7 Flight No: UA5192 Arrives: <b>ORD 8:40a</b> <table border="1"> <thead> <tr> <th>MIA-ORD</th> <th>Avail.</th> <th>Capacity</th> <th>Auth.</th> <th>Booked</th> <th>RSB</th> <th>Held</th> <th>PS</th> <th>SA</th> <th>Group</th> </tr> </thead> <tbody> <tr> <td>F/C/Y:</td> <td>2/0/16</td> <td>6/0/60</td> <td>6/0/63</td> <td>4/0/44</td> <td>0/0/0</td> <td>0/0/0</td> <td>1/0/0</td> <td>0/0/5</td> <td>0/0/0</td> </tr> <tr> <td>Totals:</td> <td>18</td> <td>66</td> <td>69</td> <td>48</td> <td>0</td> <td>0</td> <td>1</td> <td>5</td> <td>0</td> </tr> </tbody> </table> NOTE: Available equals Capacity minus Booked, Held and Revenue Standbys (RSB)											MIA-ORD	Avail.	Capacity	Auth.	Booked	RSB	Held	PS	SA	Group	F/C/Y:	2/0/16	6/0/60	6/0/63	4/0/44	0/0/0	0/0/0	1/0/0	0/0/5	0/0/0	Totals:	18	66	69	48	0	0	1	5	0
MIA-ORD	Avail.	Capacity	Auth.	Booked	RSB	Held	PS	SA	Group																															
F/C/Y:	2/0/16	6/0/60	6/0/63	4/0/44	0/0/0	0/0/0	1/0/0	0/0/5	0/0/0																															
Totals:	18	66	69	48	0	0	1	5	0																															
ORD 9:53a	LAX 12:15p	UA1151	4 hr 22 mn	0	20/0/147	0/0/0	1/0/1	1/0/27	Select																															

12. Availability for each flight is shown under the Avail column. F, C, and Y stand for First, Business, and Economy, respectively. The number of Positive Space and Space Available passengers is listed under other columns. More information for the flight can be displayed by clicking on the blue circle with the white, down-pointing triangle.

Click [here](#) to customize specific flights for each pass rider traveling.

Employee Edward Huffman Personal Economy [customize](#)

13. Select which passengers will be traveling on this itinerary.  
 14. Select a different cabin if desired, and indicate any lap children or special needs for travelers on this itinerary.

Itinerary for Edward Huffman						Total Cost: \$0.00
Cabin	Date	Departs	Arrives	Travel Time	Flight #	
Economy	1/4/2015	3:12p IND	4:55p IAH	2 h 43 m	UA3440	
Economy	1/4/2015	7:07p IAH	8:18p DFW	1 h 11 m	UA3440	
Economy	1/6/2015	4:04p DFW	6:30p ORD	2 h 26 m	UA3514	
Economy	1/6/2015	9:47p ORD	11:52p IND	1 h 5 m	UA3514	

Select a travel document: Drivers License [Add/Edit Secure Flight Information](#)

15. In itinerary summary will be loaded, along with any costs that must be pre-paid. Listings that include seating in business or first- class or for international travel will have pre-paid charges that must be paid here. Base segment charges do not show with this cost.  
 16. Click on "Add/Edit Secure Flight Information" to verify correct passenger information for TSA security purposes.  
 17. Click the Book Itinerary button to continue.





Travel Plan G9C8HM			
<a href="#">Cancel</a>   <a href="#">Request Receipt</a> This Travel Plan has been eTicked.			
✈ Flight Details			
Fri., Sep. 27, 2013   Miami, FL (MIA) to Los Angeles, CA (LAX)			
Departs: <b>6:30 AM</b> Fri., Sep. 27, 2013 Miami, FL (MIA) <a href="#">details</a>	Arrives: <b>8:40 AM</b> Fri., Sep. 27, 2013 Chicago, IL (ORD) <a href="#">change segment</a>	Flight Time: 3 hr 10 mn	Flight: UA 5192 Aircraft: Canadair Jet 700 Cabin: Economy Pass Class: SA2 <input type="button" value="Check-in"/>
Change Planes. Connect time in Chicago, IL (ORD) is 1 hours 13 minutes.			
Departs: <b>9:53 AM</b> Fri., Sep. 27, 2013 Chicago, IL (ORD) <a href="#">details</a>	Arrives: <b>12:15 PM</b> Fri., Sep. 27, 2013 Los Angeles, CA (LAX) <a href="#">change segment</a>	Flight Time: 4 hr 22 mn	Flight: UA 1151 Aircraft: Boeing 73 Cabin: Economy Pass Class: SA5 <input type="button" value="Check-in"/>
Mon., Sep. 30, 2013   Los Angeles, CA (LAX) to Miami, FL (MIA)			
Departs: <b>12:17 AM</b> Mon., Sep. 30, 2013 Los Angeles, CA (LAX) <a href="#">details</a>	Arrives: <b>5:22 AM</b> Mon., Sep. 30, 2013 Houston, TX (IAH) <a href="#">change segment</a>	Flight Time: 3 hr 5 mn	Flight: UA 430 Aircraft: Boeing 75 Cabin: Economy Pass Class: SA5
Change Planes. Connect time in Houston, TX (IAH) is 5 hours 25 minutes.			
Departs: <b>10:47 AM</b> Mon., Sep. 30, 2013	Arrives: <b>2:19 PM</b> Mon., Sep. 30, 2013	Flight Time: 2 hr 32 mn	Flight: UA 733 Aircraft: Airbus A3 Cabin: Economy

18. A final review of your itinerary, including boarding priorities will be displayed. Click the "Complete Booking" button.
19. The confirmation number for your travel plan will be assigned. Click "view travel plan" to see details of the selected flights.
20. The confirmation number is used to check-in at a United Airlines ticket counter or kiosk.





## ZED Travel

Have you ever wanted to soak up rays in the South Pacific? Experience the wilds of Africa? Take in the history of Europe? Immerse yourself in Far Eastern culture? While our code share travel privileges offer limited international travel, we have arranged for discounted, interline travel on many carriers that operate flights all around the world!



All associates are eligible for ZED (Zonal Employee Discount) travel privileges after six (6) months from date of hire. ZED travel is available on all carriers currently listed on the myIDTravel information page of the company intranet and in the myIDTravel listing website. More ZED fares will be added to these lists as agreements are finalized. Detailed instructions for login and booking ZED travel can be found on the myIDTravel page on the company intranet. All ZED fare travel is non-revenue and space available and subject to the same conditions as the Company's travel privileges.

Website- myIDTravel: <http://www.myidtravel.com/>

## ELIGIBLES

Eligible pass riders may be different depending on the agreement with individual airlines but do not include more than the pass rider designations listed here:

- Spouse or Domestic Partner
- Dependent Children
- Parents (not all carriers allow parent travel, see ID Agreements page on website)

### IMPORTANT!

Not all of our ZED travel partners allow parent travel. Please refer to the ID Agreements page for each carrier on <http://www.myidtravel.com>

## CHARGES

ZED fares and taxes apply for all domestic and international travel for all listed pass riders. All charges are paid online through myIDTravel. Not all charges are refundable.

ZED travel is charged based on a flat rate price for each segment flown within a distance range, depending on the charge rate. The three ZED charge rates are Low, Medium, and High, and may differ between pass riders and carriers. The charge rates for pass riders are listed for each carrier on the ID Agreements page.





## TO ACCESS MYIDTRAVEL

1. Go to <http://www.myidtravel.com/>
2. Click on the “Register or lost password?” link.
3. Select “Republic Airline” as your employing airline, enter your employee number, then click the “Register / Send password” button.
4. Confirm that “Mail sent” appears on the screen, and then follow the given hyperlink to set up your password from your company e-mail address.
5. With the Travel Mode selected as “leisure,” fill in your temporary password and login. You will be directed to change your password. Your new password must be at least 10 characters long and have at least one number.

## BOOKING/LISTING

When listing for ZED travel, be sure that you have clicked on the “Booking/ Listing” option on the menu bar. More information for each carrier’s ZED travel is covered in the “ID Agreements” menu option. It is highly advised that the associate read the ID Agreements information for carriers they intend to use, as there may be differing instructions for listing, refunds, eligible pass riders, and other important travel information.

## REFUNDS

Refunds for ZED travel listings are handled through myIDTravel for all upcoming and past travel listings. Cancel travel listings as early as possible, before the scheduled departure, for best results.





**Shopping Basket**

for

Your current selection

Flight / Airline	Date	Departure	at *	Arrival	at *	Travel Status	Class	Status
WN4375	16 Jan 2015	IND	07:25	RSW	10:05	R2 Standby	Economy	listable

\*all times are local.

10. After selecting flight(s), they now appear in the Shopping Basket for review. Click the next button to proceed to the Fare Information.

**Fare Information**

for

Your current selection

Flight / Airline	Date	Departure	at *	Arrival	at *	Travel Status	Class	Status
WN4375	16 Jan 2015	IND	07:25	RSW	10:05	R2 Standby	Economy	listable

\*all times are local.

The following fare will be charged for your journey:

Southwest Airlines		Charging		Price information**	
IND - RSW		currency	amount		
<b>Total</b>					
	Total Fare	USD	36.00		
	Total Government taxes	USD	12.45		
	myIDTravel Fee	USD	2.00		
	<b>Total Southwest Airlines</b>	<b>USD</b>	<b>50.45</b>	USD	50.45

**Grand Total: price information \*\*** USD 50.45

Please notice. The ticket prices marked in yellow will be charged by the issuing carrier.  
 \*\* Price information: The amount charged for your journey will be in the issuing carriers currency. The price information shown on this page is for your convenience only and non-binding.

11. Review the Fare Information page to understand find out the total charges assessed for this itinerary. Click the next button to proceed.



Traveller Selection > Flight Schedule Query > Flight Schedule Display > Fares > Hazardous Materials > **Contact Information** > Confirmation

### Contact and Payment Information

for Huffman, Edward MR

**Booking**

In order to be able to inform you of any changes, we require your private or office telephone number. Please insert or change your number prior to completion of the booking.

Phone number 1\*

Phone number 2

Mobile number

Please fill in your e-mail address. Important: All ticket information will be sent to this e-mail address.

E-mail address\*

Repeat E-mail address\*

**Purchase Information for Southwest Airlines**

Please insert your credit card information. The ticket costs of 50.45 USD will be charged on this card.

Please press the "Verify" button after entering your credit card details, then scroll down and select "Next" to continue.

Credit Card\*  Card Number  Valid. Code  Valid until

Please do not choose VISA if you have a VISA Electron card or vice versa as this might lead to ticketing errors.

**Your current selection**

Flight / Airline	Date	Departure	at *	Arrival	at *	Travel Status	Class	Status
WN4375	16 Jan 2015	IND	07:25	RSW	10:05	R2 Standby	Economy	listable

\*all times are local.

Please note: This is the last step in the request process. When you click "next" on this page, you are confirming that all passenger information provided by you is valid and you will be liable for the cost and use of tickets purchased via your main account on this website. Applicable payment will be charged and you will receive a PNR and/or ticket number for travel. Please refer to the requirements for further information on the airline you have requested.

- Enter your phone contact number and the preferred e-mail for this trip communication.
- Enter your credit card information and select the verify button. If verification is successful, press the next button.

Flight Schedule Query > Flight Schedule Display > Fares > Contact Information > Confirmation

### Confirmation

for Fozo, Pamela MS  
Elliott, James Scott MR

Ticketnumbers: 5262118867025 5262118867026

Booking Reference: GIK3ZQ

Flight / Airline	Date	Departure	at *	Arrival	at *	Travel Status	Class	Status
WN1068	20. Apr 2013	IND	12:45	MCO	15:05	R2 Standby	Economy	listed

\*all times are local.

**General Information:**

All Southwest Airlines tickets purchased on myIDTravel are electronic. Tickets are valid for 90 days from the date of issue. You don't have to call Southwest Airlines to list for your flight - it happens automatically when you purchase your ticket on myIDTravel. Once the e-ticket is generated, you will receive a myIDTravel confirmation via e-mail. If you encounter an issue during the booking process, please send a message to [OA\\_Support@wnco.com](mailto:OA_Support@wnco.com). Travel is valid on Southwest operated flights only.

When you get to the airport, you must add yourself to the standby list. You can do this up to two hours before your flight's scheduled departure time at the kiosk, ticket counter, or gate. You will also print or reprint a security document at the kiosk.

**Changes/Cancellations/Refunds:**

All cancellations, and refund requests must be made via myIDTravel. Modifications to an existing PNR are not possible at this time. If you need to change the date or city pair, you must cancel your PNR and then create a new reservation on myIDTravel. The myIDTravel fee is refundable on both unused and partially used tickets. Once the PNR has been cancelled via myIDTravel, it will be credited back to the original form of payment within ten business days. If you don't

- You should see a confirmation page on the myIDTravel site. You should also receive an e-mail confirmation from myIDTravel with your Booking Reference (PNR) and, if applicable, ticket numbers. The ZED airline may not send a confirmation and ticket numbers may not be used.



# Traveling as a Non-Revenue Passenger

By following the previous instructions in this guide, the associate should be able to enroll themselves and other pass riders in eligible travel programs, log into a particular system and list for travel online.

Even after all of that, it is still the associate's responsibility to be informed, and to educate pass riders using your travel privileges, regarding the use of these privileges. Remember that, in addition to charges that incurred when using leisure travel privileges, the associate is responsible for the behavior of anyone using their travel privileges.

## ADVICE WHEN LISTING FOR TRAVEL

The Travel Department advises that listings are made well in advance of planned travel and on multiple carriers, when possible. When making listings, especially those requiring prepaid charges, it is also advised that these are made as one-way so that a portion of the travel plans may be amended or canceled without impacting any other segments.

## PREPARING FOR TRAVEL

Before arriving at the airport, it is advised that the traveler does a few things:

- complete all listing information, either through online or phone listing systems
- reviewed information about the travel program being utilized
- adequately packed belongings
- dressed appropriately

While many travel systems are capable of making listings up to the minute, preparing alternate listings on different carriers, and being fully aware of availability throughout the travel date can ease any stress associated with the inherent uncertainty of non-rev travel.

There is a lot of information regarding leisure travel privileges under each carrier's travel program, but it is the responsibility of the employee to be aware of and comply with the rules and restrictions. Each other person using the associate's travel privileges must also be informed, and it is the associate's responsibility to inform them.

Next, ensure that all items are appropriately packed. Most airlines allow one carry-on bag and one personal item, such as a laptop or purse, without charge. Also, the first checked bag is usually free. However, more and more



carriers are starting to charge for checked bags and even the use of overhead compartments. Pack what you think that you will need and no more. Traveling with one bag is difficult enough without a purse and a suitcase in tow.

Clothing seems like a simple thing, but being denied boarding because of inappropriate dress is a silly way to derail your trip. Some carriers have adopted a more relaxed dress code for non-rev travelers in coach, but the safest way to travel is still business casual. If you have to ask whether your clothes are appropriate, the answer is probably not.

## AT THE AIRPORT

Upon arriving at the airport, there are few required steps prior to boarding.

- Check-in often requires a stop at the traveling carrier's kiosk or ticket counter. In some instances, online check-in is available through the listing website, apps, or other options. If itineraries have been made on multiple carriers, it is advisable to check in for these all at this time. Having all tickets in hand prior to arriving at the gate will simplify any transitions required in the event a traveler is bumped.
- When you are traveling as a passenger on your personal time as a leisure traveler, you must access the sterile area through a screening checkpoint and undergo security screening of your person and accessible property intended to be carried onboard the aircraft. If an associate or pass rider decides that they will be traveling a lot, it may be to their benefit to enroll in government sponsored TSA PreCheck or other Department of Homeland Security trusted traveler program. Use of a known traveler ID may be included during the listing process.
- You are not permitted to carry explosives, incendiaries, deadly or dangerous weapons, and any item on the TSA Prohibited Items List ([www.tsa.gov](http://www.tsa.gov)), into the sterile area or onboard an aircraft. (Prohibited Item exceptions may apply when utilizing KCM)
- It is advised that an associate speak with a gate agent when arriving to confirm check-in. Gate agents may be able to give up-to-date information about seat availability and any other information pertinent to your travel. Do not disrupt agents handling revenue passengers. Once they have been processed, agents will announce boarding of standby passengers and distribute boarding passes to those cleared for a seat. Listen to and follow all instructions given by employees on duty while using leisure travel privileges.

### IMPORTANT!

If you have any questions, please contact the travel department at [TravelLeisure@rjet.com](mailto:TravelLeisure@rjet.com).

**WE HOPE YOU ENJOY USING YOUR LEISURE TRAVEL PRIVILEGES. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE Travel Department AT [TravelLeisure@rjet.com](mailto:TravelLeisure@rjet.com)**



# Travel Definitions and Acronyms

## **AMERICAN AIRLINES: acronym AA**

A United States airline headquartered in Ft. Worth, TX

## **AMERICAN EAGLE: acronym AE**

American Eagle is the name under which a number of regional airlines operate short and medium haul routes in association with American Airlines, including Republic Airlines.

## **ANNIVERSARY YEAR**

A one-year period beginning on the date employment commences.

## **BOARDING PRIORITY**

The order in which passengers are boarded on an aircraft.

## **BUSINESS TRAVEL**

Travel for business purposes, often positive space (NRPS).

## **CITY PAIR**

The cities of origin and destination for a particular flight segment.

## **CODESHARE**

A marketing agreement among airlines enabling passengers to transfer between flights operated by the other airline, offering one-stop check-in and award participation in each frequent flyer program. Codeshare agreements allow airlines to sell space on each other's flights.

## **DATE OF HIRE SENIORITY**

An employee's hire date is used for determining boarding priority for travel.

## **DELTA AIR LINES: acronym DL**

A United States airline based and headquartered in Atlanta, GA.

## **DELTA CONNECTION: acronym DLC**

The name under which a number of individually owned regional airlines and wholly owned regional carriers operate short and medium haul routes in association with Delta Air Lines.

## **DELTANET**

Delta's intranet – See also TravelNet.

## **DOMESTIC PARTNER**

A domestic partnership is a legal or personal relationship between two individuals who live together and share a common domestic life but are not joined by legally recognized marriage.

## **ENROLLED FRIEND**

A person an employee designates as a travel companion on United and United Express flights.

## **FLIGHT DAY**

A calendar day: a 24-hour period starting at midnight local time and ending at 11:59 p.m. local time.

## **FLIGHT SEGMENT**

One flight leg: The flight of an aircraft between two cities.

## **FURLOUGH**

The removal of an employee from active service due to a reduction in force or the period of time during which such employee is not in active employment with the Company.





### **HEADQUARTERS: acronym HDQ**

The chief administrative office(s) of an organization. The headquarters of Republic Airlines is located in Indianapolis, IN (IND).

### **ID95/ID90/ID75**

Industry discount of 95 percent, 90 percent, or 75 percent reduced rate from the highest standard coach-class fare offered.

### **IMPUTED INCOME**

The value of an employer-provided benefits that is considered employee income for the purpose of calculating income and FICA taxes.

### **INTERLINE AGREEMENT**

A reciprocal agreement between two airlines to give both companies' employees the same rate and eligibility on each respective airline.

### **KIOSK**

A free-standing touch screen computer used to check in for flights.

### **LEAVE OF ABSENCE: acronym LOA**

When an employee requests and is approved for a leave from the Company.

### **LEISURE TRAVEL**

Space available travel for leisure purposes.

### **LIFE EVENT**

An event in which an employee's profile is altered. This includes, but is not limited to divorce, marriage of a child, death of a dependent, removal of a foster child from the home, change in student status, etc.

### **NON-REVENUE PASSENGER: acronym NON-REV**

Airline employee/relative traveling on a standby pass or ticket. NON-REV refers to a passenger traveling on a free or reduced fare, on a standby basis, who does not provide any revenue for the carrier.

### **NON-REVENUE POSITIVE SPACE: acronym NRPS**

Confirmed air transportation used by airline employees for airline business travel.

### **NON-REVENUE SPACE AVAILABLE: acronym NRSA**

Standby travel at a reduced rate. NON-REV refers to a passenger traveling on a free or reduced fare, on a standby basis, who does not provide any revenue for the carrier.

### **PASSENGER BOARDING TOTALS: acronym PBT**

The number of passengers in relation to the number of seats available on an aircraft for a particular flight.

### **PASSENGER NAME RECORD: acronym PNR**

A reservation containing a passenger's name, itinerary, and ticketing information.

### **PASS RIDER**

A person who qualifies for non-revenue travel privileges.

### **PRIMARY PASS RIDER NUMBER: acronym PPR**

Nine character number assigned to employees by Delta AirLines.

### **PRIORITY UPGRADE**

An upgrade in boarding priority.



### **PRORATE**

The flying of aircraft in a market system in which the partner airline assumes all fees, risks and liabilities. Also known as “at-risk” flying.

### **REVENUE PASSENGER**

Paying passenger, positive space.

### **SKYNET**

United’s intranet.

### **SPACE AVAILABLE: acronym SA**

Once all revenue passengers and accompanying baggage are aboard the aircraft, any unoccupied “space available” seats are filled with non-revenue passengers.

### **SPECIAL SERVICES REQUEST: acronym SSR**

A four-letter code that identifies a passenger with a particular need or condition, such as a special meal, unticketed infant, disability, wheelchair request etc. Computer entries requesting special assistance for passengers.

### **STAR ALLIANCE**

An airline alliance of numerous airlines throughout the world.

### **STUDENT**

An unmarried son or daughter of an employee or employee’s spouse/domestic partner who may still qualify for flight benefits on the employees Travel Authorization if they are enrolled full-time at an accredited institution and meet all other eligibility requirements as a dependent of the employee.

### **TRAVELNET**

The Delta website where employees list for NRSA travel: part of Delta’s employee website, DeltaNet. See also DeltaNet.

### **TRAVEL US**

The US Airways website where employees list for NRSA travel; part of US Airways’ employee website, Wings.

### **UNACCOMPANIED MINOR: acronym UMNOR**

Designation given to a minor, over the age of 5, traveling alone.

### **UNITED AIRLINES: acronym UA**

A United States airline based and headquartered in Chicago, IL.

### **UNITED EXPRESS: acronym UAX**

United Express flights are operated by various regional carriers, including, Shuttle America and Republic Airlines.

### **UNITED PASS LINE: acronym UPL**

United’s self-service booking tool.

### **WINGS**

Legacy US Airways’ intranet. Temporary use for AA leisure travel access to myIDTravel.

### **YIELD FARE**

A fare established by Delta for certain types of pass travel that represents at least the fair market value of such standby travel.

### **ZONAL EMPLOYEE DISCOUNT: acronym ZED**

An agreement between Republic Airlines and another airline for reduced rate standby travel.