



## GENERAL GUIDELINES FOR RECIPROCAL CABIN SEAT AGREEMENT TRAVEL ON ALLEGIAN AIR

Allegiant is pleased to extend this reciprocal cabin seat agreement for flight attendants. The following procedures have been developed to make this process as hassle-free as possible.

1. There is no pre-flight listing. All transactions take place at the airport.
2. Flight attendants requesting transportation under this agreement should check in with the Allegiant gate agent no sooner than one hour prior and no later than 30 minutes prior to scheduled departure.
3. Check-in can occur at the gate if you have carry-on luggage only. To maintain exemption from the one bag plus one personal item rule, you must be in uniform during security screening and remain in uniform until reaching your final destination.
4. Upon check-in, you must produce a valid company ID displaying the word "CREW" and an expiration date. At the gate, you will complete the Jumpseat Authorization form, even though you will not be given a jumpseat.
5. After all revenue customers are processed, standby processing begins. Please wait for the gate agent to call your name. Seating is limited to available open seats.
6. Once onboard, conduct must reflect a professional, businesslike attitude in accordance with all standard passenger regulations.
7. While you must have your valid company ID with a "CREW" designator to sign-up as a Reciprocal Cabin Agreement rider, you do not need to display it on your outer wear once onboard the aircraft.
8. Flight Attendants using the Reciprocal Cabin Agreement may not consume any alcoholic beverages onboard.
9. This agreement does not permit travel with children, family members, or a carry-on pet. Flight attendants must be of active status to take advantage of the agreement. If you are on sick, maternity, medical or military leave you are not eligible to travel under this agreement.
10. Transportation is applicable on Allegiant flights within the continental United States on a space-available basis. (Any applicable taxes or fees are the responsibility of the crewmember.) Priority will be given to Allegiant employees and all NRSA passengers (retirees, pass holders, ID90, etc.) Thereafter, crewmembers from other airlines that have entered into similar agreements with Allegiant will be accorded such transportation on a "first come, first served" basis.
11. Transportation provided under this agreement is restricted to personal use. No company business of any kind is permitted.



Any crewmember utilizing transportation under this agreement while in uniform will be expected to conform to proper and complete uniform requirements. Crewmembers who are not in uniform must conform to Allegiant's non-revenue travel dress code standard of conservative business casual dress and grooming. Clothing and shoes should be consistent with a business casual look and should not be outlandish, torn, faded or garish.