

** Please put employee name and ID number on all documents or send with a Travel Application **

 Documentation Requirements for Pass Travel Benefits

Revised: 8-27-08
** Read all SPECIAL NOTES below **

Employee	Documentation	Dependent Children	Documentation	Special Notes - Legal Names
Must Complete 15 days of service. Travel can begin the 16th day.	Must be entered in Human Resource Records System as active employee before travel profile can be built.	Children under the age of 19 who are biological, legally adopted before age 18, or children emp has legal guardianship of thru the court before their 18th birthday. Children must also be unmarried.	Government issued Birth Certificate w/parental names appearing on document, legal adoption papers or legal guardianship papers processed thru the court system. Power of Attorney docs do not qualify.	Due to strict security measures, names on the family member's driver's license or passport must match the names entered in ETC. (No Nicknames) If the documents turned into Employee Trvl state names differently than picture ID, please provide court ordered proof of name change.
Spouse	Documentation	Dependent Step Children	Documentation	Special Notes - Documentation
Legally married spouse residing with employee as husband & wife.	Government issued Certified Marriage Certificate that has been filed with the county registrar's office.	Emp must be legally married to the biological or adoptive parent of child age 23 & under or the biological or adoptive parent of child 23 & under must be a qualified Domestic Partner. Emp & spouse/partner must pay at least half the financial support of the child.	Government issued Birth Certificate w/parental names appearing on document & proof of full-time registration as described below.	Marriage documents from a church or Birth documents from a hospital ARE NOT certified government issued documents and are not acceptable proof of eligibility.
Domestic Partner	Documentation	Full Time Student Dependents	Documentation	Special Notes - Documentation
Qualified through Emp Benefits - Certain co-residency & Financial interdependence qualifications must be met.	Download Domestic Partner Packet from The Hub or Wings in the Benefit Forms section & submit back to Benefits.	Children age 18 thru 23 who are (1) claimed as dependents on the employees' income tax, (2) full-time students carrying 12 semester hrs or more and (3) are unmarried.	Must provide a full time school schedule w/child's name, school's name, number of credits and semester date along with travel application.	Any Documents in a foreign language must be accompanied by a notarized translation into English.
Registered Guest	Documentation	Special Needs Dependents	Documentation	
Single employees may add anyone 18 years or older as a Registered Guest.	Supply a copy of driver's license, passport, or government issued birth certificate that clearly states name & DOB w/application	Children age 19 and over who are unable to attend school full time due to some type of disability, that live in the employee's home and are claimed on the employee's income tax. These children are unable to provide for their own care and support.	A signed Special Needs Statement issued birth certificate listing parent showing child is being claimed, a that the child is incapable of self care proof of disability payments. Special quired to pay taxable income on all	available thru Emp Trvl office, government names, a copy of current income tax statement from a medical doctor stating . Current SSI paperwork will also show Needs Children over the age of 23 are re-travel.
Parents	Documentation	Parents-in-law	Documentation	Special Notes: Parents
Biological, legally adopted or obtained legal guardianship of emp before 18th birthday.	Emps' Government issued Birth Cert w/ parental names appearing on document, legal adoption papers or court ordered guardianship paperwork.	An in-law may be eligible for pass travel if one or both of the employee's <u>natural</u> parents are deceased. Only eligible for Guest Pass fare travel on US Airways only. Qualified Domestic Partner's parents can be added if above is met.	Government issued Death Certificate of the emp's <u>natural</u> parent(s). Sps's or Domestic Partner's govnmnt issued Birth Certificate w/parental names. Death Certificates of step-parents do not qualify.	Emp may only claim 2 individuals as parents during any calendar year. Therefore, if emp has a set of parents as well as a set of stepparents, then emp must choose two of those individuals to travel on passes for that current year.
Stepparents	Documentation	Special Notes: Registered Guest		Special Notes: Parents
An individual who is married to a living, natural parent of the employee.	Government issued certified Marriage Certificate of living natural parent.	An employee may have either a Registered Guest, a Domestic Partner, or a spouse; not 2 or more of these and may activate a first Reg Gst at any time. A Reg Gst can be removed at any time, but another can not be added until 12 full months from the addition of a previous Reg Gst.		Parents & Stepparents may be switched for eligibility 1 time per year in the month of Jan. Example: Mother & stepfather in 2008, then father & stepmother in 2009.