



**U·S AIRWAYS**

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**EMPLOYEE TRAVEL GUIDE**

**FEBRUARY 26, 2010**

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## OVERVIEW

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## OVERVIEW

### GENERAL INFORMATION

US Airways (the Company) has a generous employee travel program with privileges available to employees, eligible family members, and guests. All regular employees and eligible pass riders receive unlimited space available travel on US Airways.

Through reciprocal agreements with other airlines, employees and retirees and eligible family members receive reduced-rate interline travel on most domestic and international carriers. Interline travel agreements generally require a minimum length of service for eligibility and may have different requirements on the eligibility of family members. Detailed information can be found at <http://wings.usairways.com/uswings/travel>.

**Please Note:** The Employee Travel Guide is not considered a contract. The policies, guidelines, programs and benefits contained herein (or in any other US Airways publication or information source) may be reviewed and revised by the Company at any time, for any reason, and without prior notice. The Company also has the right to make final decisions as to the interpretation and application of all policies, guidelines, programs and benefits, and to deviate from these at any time.

If you are represented by a collective bargaining agreement, the policies, guidelines, programs and benefits discussed in this Guide will apply to you unless they differ from an applicable provision of your collective bargaining agreement or your union has negotiated a different package of programs and benefits than those described in this Guide. You are responsible for reading and understanding the contents of this Guide. If you have any questions regarding anything addressed in this Guide, contact your manager or Employee Travel Services at 480-693-8717 or [Employee.Travel@USAirways.com](mailto:Employee.Travel@USAirways.com).

### EMPLOYEE TRAVEL SERVICES

The US Airways Employee Travel Services department is part of the Company's Human Resources organization. Employee Travel Services is the employee travel resource center for US Airways.

Contact info:

Address

US Airways – Employee Travel Services  
111 W. Rio Salado Pkwy.  
Tempe, AZ 85281

Co-Mail Address

PHX-CHQ-ETS

E-mail: [Employee.Travel@usairways.com](mailto:Employee.Travel@usairways.com)  
Lobby hours: Mon – Fri, 10:00am–5:00pm PST in Spring/Summer  
& MST in Fall/Winter

Phone  
Toll free 1–800–872–4780, prompt #5 (6:30am–2:00pm Mon – Fri)  
or 480–693–8717 (Mon–Fri, 6:30am–5:00pm PST in Spring/Summer  
& MST in Fall/Winter)

Fax 480–693–8850

## TRAVEL ELIGIBILITY

Employees and eligible family members (spouse/domestic partner/registered guest, dependent children, parents and other dependents) are eligible for travel on US Airways **15 days** after the employee's date of hire and once the employee has submitted the Application for Travel Privileges with appropriate documentation to Employee Travel Services and the application and documentation have been verified by Employee Travel Services.

Other airline (OAL) travel is available to employees and their eligible pass riders after a designated waiting period, specified by each individual carrier. Additional details are available at <http://wings.usairways.com/uswings/travel>.

**To access the Application for Travel Privileges and to access a list of required documentation for each pass rider, go to <http://wings.usairways.com/uswings/travel>.**

If the employee becomes ineligible for travel, all pass riders and outstanding passes are ineligible for travel.

## SPOUSE

A qualifying spouse is defined as a person who is currently and legally married to the US Airways employee as recognized by the Internal Revenue Service (IRS).

## DOMESTIC PARTNER

An unmarried US Airways employee who is living in a committed intimate relationship, who meets certain requirements and can provide the proper documentation, is eligible to designate a domestic partner for the purpose of employee travel privileges.

A complete Affidavit of Domestic Partnership form and all required documentation must be submitted to the Benefits department for approval. More information may be found on <http://wings.usairways.com/uswings/benefits>.

## REGISTERED GUEST

An unmarried active employee without a domestic partner may elect to designate an adult age 18 or over as a registered guest for the purpose of pass travel privileges.

The employee may remove pass travel privileges for a registered guest at any time. However, new enrollments may only be activated once 12 months or more have elapsed since the last enrollment. Most OALs will not offer discounted pass travel to registered guests.

## DEPENDENT CHILDREN

Children (or stepchildren) must be unmarried, under the age of 23, and meet one of the bulleted criteria below in correspondence with IRS guidelines. If between the ages of 19–23, the dependent child must be a full-time student (see STUDENT section). To be considered a dependent child for travel privileges the employee must provide at least 50% of the child's financial support **and** the dependent must be one of the following:

- The biological child of an employee.
- The legally adopted child of an employee.
- The legal stepchild of an employee. "Ex" stepchildren do not qualify for travel privileges unless legal adoption has taken place and proper documentation is provided.
- The employee is the child's court-appointed legal guardian. Documentation must be updated each year. Benefits for a child under guardianship eligibility may cease at the age of 18 when he or she legally becomes an adult. Foster children excluded.
- The biological or adopted child of a domestic partner.
- The child is any age and is permanently and totally disabled (see SPECIAL NEEDS section).

**STUDENTS**

In order to remain a dependent for travel privileges, children between the ages of 19–23 or who will be turning 19 at any time in the current year must meet all three requirements: 1) unmarried 2) claimed as a dependent on the employee's income tax returns 3) enrolled in school full-time (generally 12 credit hours at an accredited institution); OR qualified to remain dependent due to a disability (see SPECIAL NEEDS section).

Documentation must be received annually by Employee Travel Services by the last day of the month in which the child has a birthday; otherwise, the child may be removed from the travel profile and ineligible to travel until appropriate documentation is received.

**SPECIAL NEEDS DEPENDENTS**

Some dependents may be classified as a "special needs dependent" for purposes of travel privileges. To be considered a special needs dependent the employee must provide at least 50% of the special needs dependent's financial support and the dependent must meet the following four criteria: 1) lives in the same home with the employee 2) cannot engage in substantial gainful activity because of a physical or mental condition 3) meets the dependent test under IRS guidelines 4) a health care provider determines the condition has lasted or can be expected to last continuously for at least a year or can lead to death. For more information, go to [www.irs.gov](http://www.irs.gov).

To enroll a special needs dependent, the employee must submit the following to Employee Travel Services: Statement of Understanding for Special Needs Dependent Pass Travel (available at <http://wings.usairways.com/uswings/travel>), a copy of the most recent tax return and a letter from a healthcare provider as verification of number two and four above.

**PARENTS**

Parents are defined as a mother, father, or step-parent. In the case of a parent's divorce and remarriage, only one set of parents is accepted for travel privileges, but may be rotated on a yearly basis in the month of January. For example, an employee may elect to have their father and step-mother on their travel profile one year, and then in January may elect to change their travel profile to reflect their father and mother, rather than step-mother. Parent travel is subject to a service fee plus segment taxes and fees. Please see [http://wings.usairways.com/uswings/travel/030209\\_parent\\_service\\_charge\\_fees.pdf](http://wings.usairways.com/uswings/travel/030209_parent_service_charge_fees.pdf) for current fees. Fees will be waived for SA1P travel.

**PARENTS-IN-LAW**

The employee may choose one or both of the parents of the employee's spouse or Domestic Partner for pass travel privileges if one or more of the employee's parents are deceased. Parents-in-law will pay the same fare as a Guest Pass traveler; however, they will not need to use a Guest Pass in order to travel. In-laws are not included in OAL interline agreements for "Parent" travel.

**REVOKING FAMILY MEMBER'S PASS TRAVEL PRIVILEGES**

To remove any family member at anytime, the employee should send a signed request or an updated Application for Travel Privileges to Employee Travel Services indicating the eligible family member's name and relationship to the employee. In an urgent situation, when Employee Travel Services is not available, the employee should present themselves, in person, to a manager at a US Airways location.

If the employee wishes to reinstate the revoked privileges of an eligible family member at a later date the employee should send the Application for Travel Privileges along with applicable documentation to Employee Travel Services. An employee may withhold or discontinue the travel privileges of any otherwise eligible family member. A waiting period for reinstatement may apply.

**TAXABLE TRAVEL/IMPUTED INCOME**

In some instances, travel privileges, including guidelines for those who are eligible to travel, are governed by IRS regulations. For current information on IRS regulations, go to [www.irs.gov](http://www.irs.gov).

Spouses, dependent children and dependent students fly for no-fee and imputed income is not applied.

Travel is taxable for: domestic partners, domestic partner's children, special needs children over the age of 23 and registered guests. Employees will pay taxes on imputed income as regulated by IRS tax requirements.

As a general rule, each travel segment flown by a pass rider for whom travel is taxable, will incur a trip value equal to the going Interline Discount of 90% (ID90) travel rate, which is equal to 10% of the lowest unrestricted fare, typically the "Y6" fare.

**Example:**

Y6 Fare from PHL to PHX is \$974

10% of that fare is \$97.40

\$97.40 is added as earned income on the employee's pay stub.

This employee'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

**RESPONSIBILITY FOR THE PRIVILEGE**

Travel is one of the greatest privileges that comes with being a US Airways employee. US Airways employees and their eligible pass riders have the opportunity to travel to many wonderful destinations. Employees should take advantage of and enjoy this privilege.

With travel privileges, comes responsibility – the individual responsibility to act with integrity. Any misconduct in connection with employee travel privileges, including employee misconduct or employee's pass traveler misconduct, may result in suspension and/or revocation of the employee's travel privileges and may subject the employee to discipline up to and including termination. In some cases the employee may be responsible for paying the full fare of the travel or fines in question. The following expectations apply to anyone traveling on the employee's travel privileges. This list is not an all-inclusive:

- Employees must communicate pass travel procedures to anyone utilizing their travel privileges. Employees will be held accountable for the actions of any individual flying on the employee's pass travel privileges.
- Travelers must listen to instructions given by employees on duty while in the airport or while in-flight. Travelers must be alert to the needs of revenue customers and refrain from discussions of employee travel, or the fact that they are traveling for free or at a discount.
- While in-flight, travelers must not ask for or receive special favors such as upgrades to first class, or free meals and/or drinks. If asked to deplane, travelers must do so with expediency and without complaint.
- Travelers should never use travel in connection with business activity for self-employment or for a firm other than US Airways.
- Travelers who have purchased a revenue ticket for a flight are not allowed to also list as a standby passenger on that flight or any other flights with that same routing on that same calendar day.
- Travelers' passes and reduced fare tickets are rendered void and are not valid for travel if the employee leaves the Company (other than retirement travel) or if the employee's travel privileges are suspended. Employees who have been suspended from employment may not use their pass travel privileges – to include not being permitted to purchase Employee Discount (ED20) tickets.
- Travelers may list for space available travel for multiple flights the same day but must only check in for one flight at a time.

- Travelers must not disrupt the gate agent and should wait patiently for non-revenue customers to be called. Once all revenue passengers have been processed, agents will make an announcement for standby passengers and distribute boarding passes to those cleared for a seat.
- Reduced-rate travel privileges on other airlines are negotiated agreements between each individual carrier and US Airways. Travelers may not approach another airline to inquire about additional discounts or special favors.
- Free or reduced-rate passes or privileges (including passes won at company events, Guest Passes or registered guest status) may not be sold, exchanged, or transferred for money, goods, or services. Any attempt to do so will render the pass void. Interline prize passes won through US Airways may only be transferred to another US Airways employee with the permission of Employee Travel Services.
- Falsifying or manipulating travel records, manipulating seniority dates or boarding priorities, booking/ticketing non-revenue travel for an ineligible traveler, waiving applicable fees, applying unauthorized fares or using more Guest Passes or vacation passes than allotted is strictly prohibited.
- Travelers must not accept denied boarding compensation and/or re-accommodation. The employee may be subject to re-payment, including any applicable fees/fines.
- When traveling to international destinations, travelers must follow all document requirements. Any fines incurred as a result of customs/immigration violations may be charged to the employee.
- Travelers are encouraged to list in the class of travel in which they intend to fly.
- US Airways is not responsible for refunding the value of a ticket purchased in lieu of an employee or their eligible traveler utilizing their non-revenue/space available privileges.
- Guest and vacation passes must be booked exclusively through the Employee Travel Center (ETC).
- Travelers must adhere to all security and safety rules. Misusing company badge or security access privileges or any other security rule violation in connection with travel privileges may result in disciplinary action up to and including termination and/or revocation of travel privileges.

## LEISURE TRAVEL

- BOARDING PRIORITIES
- JUMPSEAT-ELIGIBLE PERSONNEL
- THROUGH FLIGHTS
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- CREDIT CARDS AND PERSONAL CHECKS
- DRESS GUIDELINES FOR LEISURE TRAVEL

## LEISURE TRAVEL

In addition to reading this section, all leisure travelers (the employee and their eligible pass riders) must be familiar with the Responsibility for the Privilege section. Any pass travel policy violation made by the employee or their eligible pass rider may result in disciplinary action up to and including termination from employment.

### BOARDING PRIORITIES

The following describes the space available boarding priorities. A detailed boarding priority chart can be found on the Direct Reference System (DRS).

Priorities	Eligible Persons	Boarding Method
<b>SA1P</b>	<ul style="list-style-type: none"> <li>• Personal travel for active/retired employees (mainline or wholly-owned subsidiaries) and their accompanying eligible family members traveling on a Vacation pass (SA1P pass) electronically credited in travel profile. This does not include guest pass travelers or family members traveling with working crew members or with employees flying PS2B for company business.</li> <li>• Pre-approved business travel for Union officials.</li> </ul>	Boarding by date of hire (year/month/day), then check-in time
<b>SA2P</b>	<ul style="list-style-type: none"> <li>• Emergency travel for retired employees.</li> <li>• New Hires, applicants, and interviewees of US mainline and US Airways Express wholly owned subsidiaries.</li> </ul>	Boarding by check-in time.
<b>SA3P</b>	<ul style="list-style-type: none"> <li>• Personal travel for active employees (mainline or wholly-owned subsidiaries) and their accompanying eligible family members and/or Guest Pass riders. This includes eligible family/guest pass travelers accompanying working crew members or employees flying PS2B for company business.</li> </ul>	Boarding by date of hire (year/month/day), then check-in time

SA4P	<ul style="list-style-type: none"> <li>Personal travel for retired employees and their accompanying eligible family members and/or Guest Pass riders.</li> <li>Unaccompanied eligible family members (spouse, domestic partner dependants, registered guest) of active mainline or wholly owned subsidiary employees.</li> <li>Employees on leave/furlough.</li> <li>Survivors under the survivor travel program.</li> </ul>	Boarding by date of hire (year/month/day), then check-in time
SA5P	<ul style="list-style-type: none"> <li>Unaccompanied family members of retired employees.</li> <li>US Express non-wholly owned active or retired employees flying on a US mainline flight.*</li> <li>Unaccompanied family members of employees on leave/furlough.</li> </ul>	Boarding by date of hire (year/month/day), then check-in time
SA6P	<ul style="list-style-type: none"> <li>Unaccompanied family members of non-wholly owned US Express active or retired employees.</li> </ul>	Boarding by date of hire (year/month/day), then check-in time
SA6O	<ul style="list-style-type: none"> <li>Authorized OAL employees flying for company business.</li> </ul>	Boarding by time of check in.
SA7P	<ul style="list-style-type: none"> <li>Unaccompanied Guest Pass travelers of mainline and Express (wholly owned and non-wholly owned) employees and retirees.</li> </ul>	Boarding by time of check in.
SA8P	<ul style="list-style-type: none"> <li>Star Alliance carrier employees and eligible pass travelers flying non-revenue/space available on an interline agreement.</li> </ul>	Boarding by time of check in.
SA9P	<ul style="list-style-type: none"> <li>Applicants, interviewees, and new hires of US Express non-wholly owned subsidiaries.</li> <li>OAL employees and their eligible family members flying on an interline agreement.</li> </ul>	Boarding by time of check in.

- Non Wholly Owned Express employees and accompanying family members traveling on their own company-operated aircraft will be boarded first (before SA1P), prior to any mainline or other Express employee and family, regardless of boarding priority level. (i.e., a Republic employee traveling on a Republic-operated aircraft will be boarded before any US Airways mainline or any other Express company employees.)
- Travelers in boarding priority categories SA1P, SA3P, SA4P, SA5P, and SA6P will be listed with the employee's date of hire appended to the priority (ex. SA3P900204) and will be boarded in order by date of hire, then by time of check-in when multiple pass travelers have the same date of hire and boarding priority. Travelers in boarding priority categories SA2P, SA7P, and SA9P will be listed with the default date of 001231 appended to the priority (e.g., SA7P001231) and will be boarded first-come, first-served by time of check-in. For complete information on how to use the ETC, go to <http://wings.usairways.com/uswings/travel>.

**JUMPSEAT-ELIGIBLE PERSONNEL**

A jumpseat-eligible employee who is flying non-revenue with their family may elect to take the jumpseat in order to accommodate the whole party when there aren't enough seats for everyone. When this happens, the family does not lose their SA3P or SA1P boarding priority status when flying space available with the employee who travels as a jumpseat passenger.

**THROUGH FLIGHTS**

A non-revenue passenger flying space available on a through flight (a flight with an intermittent stop, but without a change in flight number) will maintain a higher boarding priority than other space available employees at the intermittent stop. Employees flying space available should understand that they could be bumped at the intermittent stop due to a full flight or weight restriction.

If there is more than one "through" space available employee and not enough seats to accommodate all through flight space available employees, then the "through" space available employee with the highest boarding priority/seniority will be boarded first.

**NOTE:** The same policy applies to anyone traveling on the employee's travel privileges including eligible family members, domestic partners, registered guests and Guest Pass travelers.

**VACATION PASSES (SA1P)**

Employees and accompanying eligible family members may elect to use the higher boarding priority of "SA1P" three times per year (retirees receive two per year). Eligible family members must be traveling with the employee or retiree to receive the SA1P boarding priority. Guest pass travelers may not travel at the SA1P boarding priority, even when accompanied by the employee. The highest priority the guest will receive is SA3P (SA4P for retirees' guests) and only when the employee is traveling with them. This program is subject to change any time per program review.

An electronic deposit of the allotted vacation passes will be credited to employee's/retiree's travel profile annually. Each credit is valid for one round-trip e-ticket for the employee and any or all eligible family members listed in the employee's travel profile.

Parents' fees will be waived when accompanying the employee on the vacation pass. If parent is divided from the original SA1P PNR and not traveling with the employee, the fee is no longer waived. Eligible parents-in-law may travel with the SA1P boarding priority when accompanied by the employee but will be required to pay the appropriate parent-in-law fare. Employees and family members traveling "SA1P" internationally will be required to pay the appropriate international fees and taxes.

In order to retain the use of an SA1P for an itinerary which is not flown, the employee should retain the confirmation number of the listing, call the Employee Travel Line (ETL) (1-800-325-9999, option #2) and ask for a new itinerary to be listed in the same record. The agent will insert the new itinerary and adjust the e-ticket. The e-ticket is valid for one year from the date of issue and the SA1P priority will remain intact and attached to the same confirmation number. The flights may be changed as many times as desired within that year. If refunded or not flown, the SA1P pass will not be re-deposited to the ETC 'bank,' therefore, it is important to retain the confirmation number(s) of SA1P listings for future reference.

Passengers must be listed and fly on the same record locator in order to receive the SA1 boarding priority. Passenger names cannot be changed or added after the listing has been created through ETC.

For International SA1s, if the international taxes are not paid, the record locator will drop out of the system completely when the current date passes the outbound date on the itinerary. This locator will be untraceable if that happens, so it is important to e-ticket (by paying the international taxes) all international non-revenue records and to keep the travel dates in the itinerary active by placing another future date in that record. As long as the date is current, the record will stay in the system and will not be lost for future use.

**GUEST PASS PROGRAM**

The Guest Pass Program allows for additional space available travel privileges for employees. Employees may give Guest Passes to family members or friends who do not otherwise qualify for travel privileges. This program is subject to change at anytime per company review.

The guest will pay a significantly reduced fare for each segment of travel based on origin to destination following published routings. For current Guest Pass fares, login to the ETC and price the Guest Pass. Segment and security fees and international taxes/fees will be charged over and above these fares as applicable.

All regular employees are eligible to receive Guest Passes. Active employees will receive eight Guest Passes annually. Retirees will receive four Guest Passes annually. The passes will be distributed electronically via the ETC 'bank.'

The employee must issue the Guest Pass via the ETC only. A Guest Pass can be used for one round-trip or one, one-way Coach e-ticket on US Airways mainline or Express for the guest of the employee's choosing. The employee will have the option of paying for the ticket online or have the guest pay at the airport. The Guest Pass will not be ticketed until it is paid for. Guest Passes are not valid on code share partners.

**CONDITIONS OF USE**

- It is the employee's responsibility to monitor their Guest Pass and Vacation Pass allotments. Using more than allotted is strictly prohibited.
- When accompanied by the employee, the Guest Pass traveler will be boarded at the employee's boarding priority (active employees SA3P/retired employees SA4P) and date of hire.
- When unaccompanied by the employee, the guest will be boarded at SA7P and boarded on a first-come, first-served basis upon check-in time.
- Guests may purchase First Class upgrades for a fee. For current fees, go to <http://wings.usairways.com/uswings/travel>.
- Refunds are available for wholly or partially unused Guest Pass tickets for a service charge. If refunded, the Guest Pass will not be returned to the employee's online "bank." (See REFUNDS section). Guest Pass Tickets are eligible for refunds if requested within one year of the original date of issue.
- Once e-ticketed, passengers' names cannot be changed.

- Infants traveling with Guest Pass passengers are required to be ticketed for all international travel. For infants that will be traveling as lap-children and not occupying a seat, only international taxes and fees will be collected on the ticket. If a Guest Pass passenger would like a seat for an infant on a Domestic or International flight, the infant must be listed and ticketed as a regular Guest Pass passenger and pay the appropriate Guest Pass fare and taxes the same as adult Guest Pass passengers.
- Acceptable forms of payment for Guest Passes at a US Airways Ticket Counter are all major credit cards (Visa, MasterCard, American Express, Discover, Diner's Club, Universal Air Travel Plan), personal checks, money orders, cashier's checks, cash and debit cards.
- Acceptable forms of payment for guest passes on the Employee Travel Center are all major credit cards (Visa, MasterCard, American Express, Discover, Diner's Club, Universal Air Travel Plan).
- Employees who leave the company and are rehired within thirty days or during a furlough/severance period will retain their original Guest Pass allotment.
- For any routings which do not follow published US Airways pricing schedules, a point-to-point fare structure will be applied. Example: If the Guest Pass routing is Houston to Phoenix to Austin, the Guest Pass fare applied would be the fare from Houston to Phoenix, plus the fare for Phoenix to Austin. One stopover is permitted in each direction in one of US Airways HUB cities (PHX, CLT, or PHL).
- Once issued, a passenger may voluntarily change their itinerary and the e-ticket may be reissued to exchange unused portions for an itinerary of an equal or higher value. No residual value will be refunded on an exchange. If the reissue results in longer routing, an increased fare may apply.
- To make changes to an existing itinerary (initially created on the ETC), the employee or guest may call the ETL at 800-325-9999, option #2, and speak to a Reservations agent.
- Employees are responsible for advising Guest Pass travelers of all the rules and restrictions associated with standby travel. The employee may be held responsible for the conduct of Guest Pass travelers.

**LISTING FOR TRAVEL****EMPLOYEE TRAVEL CENTER (ETC)**

US Airways travel website is called the Employee Travel Center (ETC). After logging in, the home page of the ETC includes a list of all pass riders eligible for travel on your privileges and must be kept current. It is the employee's responsibility to ensure that your ETC profile is correct and up-to-date.

To request changes to the ETC profile or to set up an initial ETC profile, submit an Application for Travel Privileges form along with the requested action (add, delete, change) and required supporting documentation to Employee Travel Services. The form and current documentation requirements for Employee Travel Privileges can be found at <http://wings.usairways.com/uswings/travel>.

**EMPLOYEE TRAVEL LINE (ETL)**

The ETL is an automated phone line for listing for space available travel on US Airways. The ETL should be used by employees and eligible family members as a "back-up" to the ETC if the employee does not have temporary access to a computer. The number for the ETL is 1-800-325-9999.

For instructions on calling the ETL outside of the country: [http://wings.usairways.com/uswings/news/usnews\\_now/2007/usnews\\_now\\_070607](http://wings.usairways.com/uswings/news/usnews_now/2007/usnews_now_070607)

All travelers must be listed prior to check-in. Travelers may list by:

- logging in to the Employee Travel Center website (ETC) through Wings or theHub.
- calling the automated Employee Travel Line (ETL) at 800-325-9999, option 1 and follow the prompts
- calling the ETL at 800-325-9999, option 2 to speak with a reservations agent. This should be a final option only.

**CHECKING IN AND TRAVELING**

All non-revenue/space available pass travel is electronically ticketed (e-ticketed). For those travelers who incur a fee for travel, (parents, parents-in-law, Guest Passes, and international travel) the fee must be paid before an e-ticket will be created. For those travelers with fee waived travel, e-tickets will be created automatically by the ETC or the ETL. Listings must be e-ticketed before the traveler will be able to check in online.

Once the pass traveler is listed and e-ticketed, Web check-in is available for domestic itineraries only from 90 minutes to 12 hours prior to departure. Web check-in is available as a link on the home page of <http://wings.usairways.com>. The traveler will be required to enter the confirmation number of the listing, the employee's badge number, and the departure city. The traveler may print a boarding pass, allowing them to proceed through the security checkpoint and directly to the gate, provided there is no baggage to check.

The ETC will display the Passenger Boarding Totals (PBTs), the number of pass travelers and revenue travelers listed and or checked-in for a flight, as well as each traveler's boarding priority and seniority date.

Travelers checking baggage may still check-in on the web in order to secure an early check-in time, but then should proceed to a kiosk or ticket counter agent to check their baggage. See the BAGGAGE section for information about bag fees.

Travelers without access to the internet, or those traveling internationally may check-in at the airport (either at a kiosk or with a ticket counter agent) up to four hours prior to departure.

#### FORMS OF PAYMENT

- Acceptable forms of payment at a US Airways Ticket Counter are all major credit cards (Visa, MasterCard, American Express, Discover, Diner's Club, Universal Air Travel Plan), personal checks, money orders, cashier's checks, cash and debit cards.
- Acceptable forms of payment on the Employee Travel Center are all major credit cards (Visa, MasterCard, American Express, Discover, Diner's Club, Universal Air Travel Plan).

### BAGGAGE

All baggage fees are non-refundable. Baggage fees include first bag, second bag and excess baggage fees and will be applied as follows:

Eligible Persons	Do Baggage Fees Apply?
SA1P*	No
SA2P*	No
SA3P*	No
SA4P*	No
SA5P*	No
SA6P*	No
SA6O*	No
SA7P*	Yes
SA8P*	No
SA9P*	Yes
DH2B, PC2B, PS2B, PS3B**	No
Employees and eligible pass travelers flying on an ED20 or any full fare ticket.	Yes

\* Please refer to Space Available Boarding Priority Chart definition of eligible persons.

\*\* Please refer to Positive Space Boarding Priority Chart for definition of eligible persons.

Baggage fees are subject to change at any time per Company review. Non-revenue travelers may not intentionally send or ticket unaccompanied checked items.

## EXCESS BAGGAGE

No charges will be incurred on excess baggage for employees, eligible family members, registered guests traveling space available. This includes sporting equipment. Discretion should be applied. US Airways will apply the revenue excess baggage policy to Guest Pass travelers traveling unaccompanied by the employee. For current baggage fees go to <http://www.usairways.com>.

## MISHANDLED/DAMAGED BAGS

All delayed baggage shall be traced for employees and their eligible pass riders and Guest Pass travelers; however, space available travelers will not be compensated for any baggage claims to have their luggage delivered, replaced, repaired, or have interim expenses paid. Employees traveling PS2B on company business travel will be compensated for any baggage claims to have their luggage delivered, replaced, repaired, or have interim expenses paid. ED20 ticketed passengers' baggage is covered under the baggage liability policy which may cover lost/damaged items. For more information: <http://www.usairways.com>

## CARRY-ON PETS

Cabin pets will not be accepted on flights destined for Hawaii or Europe. For other locations outside the U.S., restrictions apply, including but not limited to import permits, rabies vaccination certificates and approved microchips. The ETL (1-800-325-9999, option 2) can assist with information about requirements to specific destinations.

All pass travelers (including US and OAL pass travelers) will not be charged a fee for carry-on pets. These pets are subject to the same conditions of acceptance and requirements for carriage as revenue cabin pets.

Pass travel passengers should list for carry-on pets at least 24 hours prior to departure, in accordance with revenue passenger cabin pet procedures by calling the ETL.

Due to space restrictions and cabin pet limits per cabin, non-revenue pets will travel standby. The ETL can assist with information on size limitations for each aircraft, as well as the number of pets who are listed for a flight.

## UNACCOMPANIED MINORS

Unaccompanied minors (UM) may fly non-revenue on domestic segments within the US. The UM escort service fee is not assessed to non-revenue/space available pass travelers, but a UM traveling on a Guest Pass is subject to normal checked baggage fees assessed to Guest Pass travelers.

Unescorted children under the age of 5 years may not travel. Children ages 5-14 may travel unaccompanied on non-stop flights only. A responsible individual age 15 or older must accompany the child in order to travel on a connecting flight or a flight with a stop.

**Please note:** The parent or responsible adult (age 18 or over) accompanying the child to the airport must complete a form at a full-service ticket counter prior to check-in. This will include all identifying information regarding the responsible adult picking up the child at the destination. The adult escort must remain with the UM until the UM has boarded for departure. US Airways cannot take responsibility for non-revenue/space available UMs.

Children ages 15 years and older may travel unaccompanied on connecting or direct flights, as well as non-stop flights, provided they understand pass travel guidelines. US Airways cannot accept responsibility for such travelers, although assistance should be given, when possible, as a courtesy.

## INTERNATIONAL TRAVEL FOR UMS

UMs will not be accepted to international cities if traveling as a non-revenue passenger. Non-revenue UMs will only be accepted for travel within the US.

## FIRST CLASS UPGRADES

Space available first class upgrades when traveling non-revenue/space available can be purchased by employees and their eligible pass riders (age 12 and older) based on a surcharge schedule. For current surcharges, go to [http://wings.usairways.com/uswings/travel/021909\\_first\\_envoy\\_class\\_fees.pdf](http://wings.usairways.com/uswings/travel/021909_first_envoy_class_fees.pdf). First class upgrades may not be purchased by OAL employees flying non-revenue/space available. Domestic first class upgrades are non-refundable and are valid for three years. International first class upgrades are refundable for one year only and are valid for three years. Any eligible family member and/or guest pass traveler can use the upgrade. The upgrade does not need to be issued in the traveler's name, as long as it is issued in the name of an eligible family member or the employee.

**INTERNATIONAL TRAVEL**

Employees will be required to pay taxes and segment fees on international travel. Employees should book international travel through the ETC. Infants traveling with an employee or eligible dependent traveler that are not occupying a seat are required to be ticketed for all international travel and pay the appropriate international taxes and fees, no base fare is applicable.

For international travel, employees or dependent passengers are permitted one stopover in each direction in one of the US Airways HUB cities (PHX, CLT, and PHL). Additional stopovers could cause additional fees and taxes to be collected.

When traveling to foreign countries, it is the responsibility of non-revenue passengers to obtain required documentation, i.e., visa or passport. In some instances, visas may be required for through flights which stop in foreign countries, even if that country is not the final destination. Pass travelers should also be prepared to pay local government departure taxes. Any fines which US Airways may incur for employees and/or their eligible pass riders arriving in an international destination without proper documentation may be assessed to the employee.

**OTHER AIRLINE (OAL) DISCOUNTED AGREEMENTS**

US Airways has reciprocal space available travel agreements with OALs for reduced rate travel for active and retired employees of mainline and wholly owned subsidiaries and their eligible family members. Certain agreements are applicable to domestic partners, registered guests, parents, and affiliate US Airways Express employees. In-laws are not included in OAL interline agreements for "Parent" travel. Employees may not directly contact OALs to request passes or interline agreements. US Airways Express employees should contact their own employee travel department for information on their carrier's interline agreements.

A list of all carriers and the terms and conditions of each agreement is at <http://wings.usairways.com/uswings/travel> and in the DRS system in QIK and SHARES (PASSXX, with XX being the two letter code of the airline, e.g., PASSAA for American Airlines agreement). For questions about interline agreement travel or to quote an interline agreement fare, contact [Employee.Travel@USAirways.com](mailto:Employee.Travel@USAirways.com).

There are three types of interline agreements negotiated between US Airways and OALs:

- Zonal Employee Discount (ZED) agreements determine the cost of a ticket by mileage bands around the world and fare levels bilaterally negotiated between the two carriers. ZED tickets are priced point to point and are interchangeable among participating carriers in the same ZED level (ZL, ZM, ZH) for the same mileage bands. The majority of our interline agreements are ZED fare agreements.
- Service charge agreements which are priced at a flat service charge fee per direction.
- Percentage discount agreements such as Interline Discount of 90% (ID90) or Interline Discount of 75% (ID75), which means 90% or 75% off the unrestricted coach fares in the market flow.

To travel on an interline agreement:

1. Determine which OAL carriers and routings are available via the OAL's website.
2. Carefully review the requirements and restrictions of the interline agreement (i.e., passenger eligibility, etc.) on <http://wings.usairways.com/uswings/travel>.
3. Review the OAL's code of conduct and dress code requirements. Always abide by the OAL's policies and/or US Airways policies, whichever is more stringent. Be aware that OAL's dress codes vary significantly.
4. Purchase a ZED/interline ticket at any US Airways ATO. Travel is not ticketed until it is paid for. Do not contact US Airways Reservations. OAL Interline Tickets are valid for 90 days, but can be reissued if travel is completed within a year of the original date of issue. Tickets are eligible for refund if requested within one year of the original date of issue.
5. List for travel by contacting the OAL's reservations line at least 24 hours before departure for domestic travel and 72 hours in advance for international travel. Make every effort to call in off-peak hours and ensure that you clearly identify yourself as a US Airways employee traveling on an interline/ZED pass.

If the interline agreement specifies an annual limit on the number of passes exchanged, tickets must be issued by Employee Travel Services with at least two weeks advance notice.

Offline regional carriers sharing the two letter code with major carriers are not always included in the major carrier's reciprocal interline agreement. In these cases, the regional or commuter carriers must have separate interline agreements with US Airways.

Interline pass travelers, including the employee and/or their eligible pass travelers, are responsible for understanding the provisions of the interline agreement as well as any of the carrier's travel requirements. Employees may be responsible for revenue charges which occur as a result of non-compliance with the provisions of the agreements.

If there is no US Airways ticket counter in your city, you may order interline agreement tickets by sending a travel request form (<http://wings.usairways.com/uswings/travel>) along with a check payable to US Airways for the appropriate fare, or your credit card number, exp. date, and signature to:

Employee Travel Services  
PHX-CHQ-ETS  
US Airways  
111 W. Rio Salado Pkwy.  
Tempe, AZ 85281

Please also enclose a self-addressed, stamped envelope for the return of your tickets.

#### ZONAL EMPLOYEE DISCOUNT (ZED)

In addition to the information above, the following applies to ZED pass travel.

ZED Fares are determined per segment. If the routing you select is a direct flight, meaning it makes a stop but you are continuing on, you must get a flight coupon for each segment. For example, you are purchasing a ticket to travel on Lufthansa (LH) from Frankfurt (FRA) to Capetown (CPT). The flight makes a stop in Johannesburg (JNB). You will need to purchase a ticket with flight coupons reading FRA/JNB and JNB/CPT. Mileage of each coupon will determine what the fare is for each coupon.

Although ZED tickets are interchangeable, there may be travel scenarios that still require you to purchase multiple/back up tickets.

Agreements between carriers sometimes vary. One carrier may offer a low level while another carrier offers an agreement at a medium level. For example, a specific routing may be serviced by both KL and LH. The US employee travel agreement with KL is a medium level and the US agreement with LH is a low level; therefore, KL would not accept the LH ticket for travel. In this case, you need to purchase the higher fare using KL, or purchase two tickets, one for each carrier and refund the unused ticket.

**NOTE:** If a higher fare ticket is accepted by a carrier with a lower fare agreement, no refund will be given.

Connections involving different connect points may require separate ticket purchase. If you have selected a routing that is serviced by two ZED carriers and one carrier's connection prices at zone 2 mileage for each segment, and the other carriers connections price at zone 1 and zone 3, separate tickets for each carrier should be purchased.

#### REFUNDS

Refunds are only available on tickets (US Airways and OAL tickets purchased through US Airways) which are not more than one year old. Refunds can be requested by: sending a request via mail, by calling the ETL and pressing option 2, or by emailing the Refunds Department. Refunds can also be requested, but not issued, at any full service US Airways ticket counter.

Guest Passes that are refunded will not be credited to the employee's Guest Pass bank.

Mainline employees and family should send any unused paper tickets or portions of tickets to:

US Airways Refunds Department  
Co Mail: PHX-RWE-REF, ATTN REFUNDS  
4000 E. Sky Harbor Blvd.  
Phoenix, AZ 85034

Email: [Refunds@USAirways.com](mailto:Refunds@USAirways.com)

US Airways Express employees and retirees should contact their own employee travel department for refund information.

Aged tickets (past one year from the date of issue) have no value and will not be refunded.

#### CREDIT CARDS AND PERSONAL CHECKS

Employees must first contact Employee Travel Services or the Refunds Department in order to dispute a charge related to travel privileges (i.e., parent service charge or a Guest Pass fee). Employee Travel Services will review the questioned transaction and make adjustments where appropriate. Failure to notify the Company of a disputed charge may result in the suspension or revocation of employee's non-revenue travel, dependent travel, and/or Guest Pass travel privileges.

Personal checks used to purchase consignment tickets or to pay for travel fees must be valid. Non-Sufficient Funds (NSF) or "bounced" checks may result in a processing fee as well as a suspension or revocation of travel privileges.

**LOST TICKETS**

If an employee loses a paper ticket, they must submit a lost ticket application (can be obtained at any US Airways Ticket Counter or online at <http://www.usairways.com>, and mail it to the Refunds address above. There is a \$10.00 fee on lost ticket applications.

**DRESS GUIDELINES FOR LEISURE TRAVEL**

US Airways asks its employees and their pass riders to exercise good judgment when selecting their travel attire. Clothes should be well-groomed, neat, clean, and conservative.

Unacceptable attire in any class includes any clothing that is torn, faded, soiled, wrinkled, cut-off, has ragged edges or holes; clothing with offensive graphics or terminology; and provocative or revealing clothing such as micro/mini skirts, bare midriff, halter, tank, tube or bra tops.

Coach Class: Pass travelers may wear casual attire, including shorts, blue jeans, sandals, and athletic footwear.

First or Envoy Class: Pass travelers may wear casual attire, including blue or black denim attire, skirts, capri style pants, and sandals, provided it is well-groomed, neat, clean, and conservative. Unacceptable attire in First or Envoy Class includes t-shirts, shorts, jogging suits, athletic gear, baseball-style caps, athletic shoes, beach footwear, or flip-flops.

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**US AIRWAYS EXPRESS****GENERAL INFORMATION**

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**US AIRWAYS EXPRESS**

As a result of code share (an arrangement between two airlines in which they both sell seats on a flight using their own flight numbers) and marketing agreements between US Airways and various Express carriers, employees and eligible family members from all US Airways mainline, wholly owned Express, and affiliate Express carriers enjoy reciprocal pass travel privileges. For specific information, US Airways Express employees should contact their own employee travel office. Express travel privileges are subject to change per company review.

Applicable Airlines:

**Wholly Owned Express Carriers**

PSA	(JS)
Piedmont	(EN)

**Affiliate Express Carriers**

Air Wisconsin	(ZW)
Chautauqua	(CJ)
Colgan Air	(CL)
Mesa Airlines	(ZV)
Republic Airlines	(CJ)
Trans States	(TS)

Affiliate Express carrier employees and their eligible family members will be eligible for free non-revenue travel privileges on US Airways mainline and the US Airways Express system. The Express Carrier employee and their eligible family members should present their employee I.D. number along with their two letter carrier code (indicated in the chart above) when listing and checking in for travel.

If an employee separates from US Airways and is hired on with a Wholly Owned Express carrier within 30 days of their separation or if an employee separates from a Wholly Owned Express carrier and hires on with US Airways or another Wholly Owned Express carrier, they will retain their original date of hire for travel purposes.

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**RETIREE TRAVEL**

- ELIGIBILITY FOR THE PROGRAM
- BOARDING PRIORITY
- ELIGIBLE PASS RIDERS
- CREDENTIALS
- GUEST AND VACATION PASSES
- OAL TRAVEL
- LISTING FOR TRAVEL
- FIRST CLASS UPGRADES
- TRAVEL SENIORITY

**RETIREE TRAVEL****ELIGIBILITY FOR THE PROGRAM**

Employees on active or leave status are eligible to elect resignation under the 65 point plan, which will allow for lifetime travel privileges. 65 points is a combination of age and years of service to equal 65 (minimum years of service is 10 years.) To be eligible, the employee must leave the company in good standing, giving appropriate notice to employee's department. To enroll, employees must complete the US Airways 65 point plan form located on Wings or theHub and fax it to 480-693-8603. Employees covered by a union should refer to their collective bargaining agreement for information on retirement programs and eligibility. Retiree travel privileges are subject to changes in company policy.

Employees may also be eligible for retirement under the 55 / 5 plan (at least 55 years of age with 5 or more years of service). For more information on the 55 / 5 plan, please go to <http://wings.usairways.com>, email [RetireWithUs@usairways.com](mailto:RetireWithUs@usairways.com) or call 1-888-860-6178.

Retirees will be responsible for adhering to all travel-related policies/procedures, which the Company reserves the right to make changes to at any time. Retirees should review all applicable sections of this travel guide to include the RESPONSIBILITY FOR THE PRIVILEGE section.

For travel-related questions, please contact Employee Travel Services at 480-693-8717 (6:30am-5:00pm MST) or e-mail: [Employee.Travel@usairways.com](mailto:Employee.Travel@usairways.com).

**BOARDING PRIORITY**

Retirees and accompanying family and Guest Pass riders will board SA4P. Unaccompanied family members and guests of the retiree will travel SA5P. Guest pass riders will board at SA7P when flying without the retiree.

**ELIGIBLE PASS RIDERS**

Retirees' eligible pass riders include the same eligible family members as described in the TRAVEL ELIGIBILITY section with one exception: retirees may not have a registered guest on their pass travel profile.

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**CREDENTIALS**

To travel on US Airways, retirees and their eligible pass riders need their travel I.D. number and a government-issued photo I.D. For convenience of identification for discounts on cruises, hotels, tours, car rentals and other airlines, US Airways will mail a retiree card to the retiree only. The retiree card may not be used in the employee security line at the airport.

**GUEST AND VACATION PASSES**

Retirees will receive four (4) Guest Passes and two (2) SA1P vacation passes per year. In the first year under the retiree program, the employee will keep the current allotment of passes awarded at the beginning of the year as an active employee. The Guest Pass pricing structure is based on point-to-point pricing and vary depending on mileage. See the GUEST PASS PROGRAM section for more details and visit <http://wings.usairways.com> for current zone pricing.

**OAL TRAVEL**

Retirees and their eligible family members may be permitted to fly space available on other airlines. For specific information and to determine eligibility, go to <http://wings.usairways.com>.

**LISTING FOR TRAVEL**

Retirees may list for travel in the same manner as if they were an active employee (See LISTING FOR TRAVEL section). Guest Passes and SA1P vacation passes must be listed online on the ETC. **Please note** that the employees' airline code will be US. The '01' in the retiree's travel I.D. number (ex: 123456US01100) may change. The retiree's new travel I.D. number will be included on their travel I.D. card. Retirees may contact Employee Travel Services at anytime for their travel I.D. number.

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**FIRST CLASS UPGRADES**

Space available first class upgrades when traveling non-revenue/space available can be purchased by retirees and their eligible pass riders based on a surcharge schedule. For current surcharges go to <http://wings.usairways.com>. First class upgrades may not be purchased by OAL employees flying non-revenue/space available.

**TRAVEL SENIORITY**

For employees who have previously retired from the company, have been rehired and have retired once again, their original seniority date for travel purposes (at their first time of retirement) will be reinstated.

For those former America West employees who were rehired by the Company (West) prior to January 1, 2006 after fewer years away from the Company than the duration of their prior employment, the years from both employment periods will be added to determine total years of service for retiree travel eligibility. However, the employee's seniority date for purposes of travel will remain their rehire date.

For employees who are separated from a wholly owned subsidiary and hired into US Airways mainline within 30 days of their separation date, their original seniority date (from the wholly owned subsidiary) will be reinstated for travel purposes. The original seniority date will be used to calculate active boarding priority as well as retiree travel.

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## **BUSINESS TRAVEL**

GENERAL INFORMATION

POSITIVE SPACE BOARDING PRIORITIES

BOOKING POSITIVE SPACE COMPANY BUSINESS TRAVEL (PS2B)

BUSINESS TRAVEL REQUEST ON OTHER AIRLINES

HOTEL AND CAR RENTAL BOOKINGS

EXPENSE REIMBURSEMENTS

DRESS GUIDELINES FOR BUSINESS TRAVEL

### **BUSINESS TRAVEL**

In addition to reading this section, all business travelers must be familiar with the **RESPONSIBILITY FOR THE PRIVILEGE** section. Any pass travel policy violation made by an employee while traveling on company business may result in disciplinary action up to and including termination from employment.

#### **GENERAL INFORMATION**

US Airways extends positive space travel in coach class on mainline and US Airways Express to employees traveling for official US Airways company business. US Airways Express employees traveling on company business should arrange travel through their manager or employee travel department. Positive space travel is not authorized for personal, non-US Airways company business use.

Examples of company positive space, coach class business travel include required company training, crewmember deadheading, maintenance aircraft repair and official company business meetings.

To authorize ongoing positive space, coach class business travel for an employee, the employee's director should send written permission including the employee's name, job title and badge number to [TravelWithUS@USAirways.com](mailto:TravelWithUS@USAirways.com). Once the request is approved, the employee will have access to book positive space, coach class business travel through the ETC. All bookings may be made by authorized persons only.

To authorize a one-time positive space trip on US, the employee's director should complete and send the Travel on US Request Form (<http://wings.usairways.com/uswings/travel>) to [TravelWithUS@usairways.com](mailto:TravelWithUS@usairways.com)

Abusing positive space business travel privileges may result in disciplinary action up to and including termination. Although, not an inclusive list, the following guidelines apply.

- Positive space business travel is for official US Airways, US Airways Express, and US Airways Shuttle, company business only. Use associated with personal business, vacation, or commuting, is strictly prohibited.
- Positive space travelers have priority over revenue standby passengers provided they hold a confirmed reservation. Those without a confirmed reservation or no seat assignment are considered standby passengers and boarded after all other revenue passengers.

- Employees traveling on company business have the ability to check in at <http://www.usairways.com> up to 24 hours in advance and no less than 90 minutes of scheduled flight departure.
- Employees must always cancel their listing if travel plans change.
- International departure taxes may be charged to the employee's department's cost center.
- Every effort must be made to book and check-in for all crew travel at least 45 minutes prior to scheduled departure.
- If an employee is leaving early or staying late before/after a business trip, they must receive pre-approval from their cost center head.
- Employees who are on company business and decide to go somewhere other than back to their base city must travel space available to that city. With cost center head approval, the employee may then fly positive space back to their home base. For example, a PHX based employee flies to PHL for company business on a Friday. The employee wants to spend the weekend in BOS. The employee must fly space available from PHL to BOS, and then with cost center head approval, the employee may fly positive space from BOS back to their base city, PHX.
- Positive space travel must not be given to contractors or outside entities unless expressly stated in a written contract or where approved by a US Airways Vice-President or above. In some circumstances, applicants of employment with US Airways may be given positive space travel.

**POSITIVE SPACE BOARDING PRIORITIES**

Priorities	Eligible Persons
PS2B	<ul style="list-style-type: none"> <li>• Emergency maintenance travel</li> <li>• US Airways company business travel for authorized US Airways mainline employees and wholly owned Express (PSA and Piedmont)</li> <li>• Emergency travel for US Airways, PSA, and Piedmont employees and family members</li> <li>• Deadhead travel for US Airways, PSA, and Piedmont crew members</li> </ul>
PC2B	<ul style="list-style-type: none"> <li>• Vendor/Consultant business travel (when contractually obligated)</li> <li>• Prospective employee travel</li> <li>• OAL crew for contract services or training</li> <li>• <b>Note:</b> Not permitted for booking on any OAL space, including code share partners</li> </ul>
DH2B	<ul style="list-style-type: none"> <li>• Deadhead non-wholly owned Express crew or crew movement to support US Airways operation</li> </ul>
PS3B	<ul style="list-style-type: none"> <li>• Non-wholly owned Express employees (non-crew) flying to support the US Airways express operation</li> <li>• OAL travel authority card holders</li> <li>• Students returning from training (initial, recurrent, and developmental training) unless authorized at a higher priority by the employee's manager.</li> <li>• Authorized OAL company business travel</li> </ul>

Advanced seat assignments are strongly recommended for PS2B, PC2B and PS3B. A cost center must be listed in QIK for all PS2B, PC2B and PS3B bookings. Seats can be reserved ahead of time at <http://www.usairways.com>.

Employees with PS2B, PC2B and DH2B boarding priorities may not be bumped. In the event of a denied boarding situation, gate agents should ask the positive space employee passenger if they are able to take a later flight, but the employee passenger is not required to give up their seat. Positive space passengers may not be involuntarily removed from a flight once they are boarded.

In the event there are no revenue passenger volunteers, PS3B travelers may be removed in case of oversold flights. PS3B travelers will be removed prior to any revenue customers being involuntarily denied boarding.

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**BOOKING POSITIVE SPACE COMPANY BUSINESS TRAVEL (PS2B)**

All authorized company business travel using US Airways flights must be booked PS2B through the ETC or through SHARES/QIK by authorized users only. When booking in SHARES/QIK, the booking must be e-ticketed against the employee's I.D. number and cost center.

Employees must book in coach class (Y) for company business. If Y class is not available on the chosen flight, the passenger may choose an alternate flight, or may stand-by on the original flight at the PS2B priority ahead of all non-revs. Business travelers will be awarded first class upgrades on a space available basis and only after all revenue customers have received the opportunity to upgrade.

PS2B positive space travelers must book a seat assignment in coach before travel. Seat assignments can be booked at <http://www.usairways.com>

Positive space travelers are required to cancel their itinerary if flights will not be taken. No-shows cost the company money and prevent inventory from being sold.

When traveling internationally, positive space travelers should carry a copy of their e-ticket receipt as proof that applicable taxes and fees have been collected.

Preferred/Choice seats are permitted for business travel.

**BUSINESS TRAVEL REQUEST ON OTHER AIRLINES**

For travel on other airlines, please fill out a Company Business Travel Request Form which can be located on <http://wings.usairways.com/uswings/travel> and e-mail Employee Travel Serves at [TravelWithUS@usairways.com](mailto:TravelWithUS@usairways.com) or fax to 480-693-8720 or call 800-872-4780, prompt # 4.2 or 480 693-8633 with the details of your request.

**Please note that OAL business travel requests must be received at least three business days in advance. Requests received within three business days may not be honored by the OAL.**

Most OAL business travel will be space available, therefore the positive space option on US Airways should always be the first choice whenever possible.

For all international travel, please be prepared to supply your credit card number and expiration date for the taxes. Most carriers are issuing e-tickets and will need this information to complete your request. Taxes and fees vary depending on the routing and the carrier chosen. Keep all receipts for expense reports.

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**HOTEL AND CAR RENTAL BOOKINGS****BUSINESS TRAVEL**

All business-related travel reservations for hotel rooms and/or car rentals (requiring expense reimbursement) for travel within the United States and all international destinations, to include attendance of conferences, seminars, and training for employees must be made through the US Airways Business Travel Center via this website: <http://www.usairwaysbusiness.travel.com>, also accessible via <http://wings.usairways.com/uswings/travel>.

First time users will need to click on the "First Time Users Click Here" link and follow the prompts to set up a user account.

The Corporate Accommodations policy for business travel may be found on <http://wings.usairways.com/uswings/travel>.

**PERSONAL TRAVEL**

<http://www.AirportRooms.com> is a website available to all US Airways employees for personal travel reservations. The website incorporates all current hotel discounts offered to US Airways employees and a standard airline discount for rental cars. The website is unable to incorporate US Airways specific discount codes for rental cars. Therefore, you may receive a greater discount by booking your reservation directly through the rental car agency and using the US Airways discount codes.

This is not a company-sponsored Web site and should be utilized as an additional option for employee personal travel. As always, it would be in the best interest of employees to comparison shop.

**NOTE:** This Web site is not to be used for any business-related travel reservations that will require expense reimbursement.

**EXPENSE REIMBURSEMENTS**

The Expense Reimbursement Forms and Policies may be found on [http://wings.usairways.com/uswings/travel/business\\_travel](http://wings.usairways.com/uswings/travel/business_travel).

**DRESS GUIDELINES FOR BUSINESS TRAVEL**

Business travelers in coach class must wear business casual or business professional attire. US Airways asks its employees and their passengers to exercise good judgment when selecting their traveling attire and should be well-groomed and wear neat, clean, and conservative attire.

Business travelers in First or Envoy Class must wear business casual attire, including at a minimum any collared shirt, business slacks, including khakis, skirts, Capri-style pants, shoes and socks. Unacceptable attire in First or Envoy Class includes t-shirts, blue denim attire, shorts, jogging suits, athletic gear, baseball-style caps, athletic shoes, beach footwear or flip-flops.

Unacceptable attire in any class for business travelers includes any clothing that is torn, faded, soiled, wrinkled, cut-off, has ragged edges or holes; clothing with offensive graphics or terminology; jeans; shorts; t-shirts; tennis shoes and provocative or revealing clothing such as micro/mini skirts, bare midriff, halter, tank, tube or bra tops.

Employees required to wear a uniform may travel in uniform, but may not be upgraded to First Class if their uniform does not meet the First Class standards.

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**MISCELLANEOUS**

ED20 POSITIVE SPACE DISCOUNT PROGRAM

DISCOUNTS

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**MISCELLANEOUS****ED20 POSITIVE SPACE DISCOUNT PROGRAM**

The ED20 Positive Space Discount Program allows employees of US Airways mainline and wholly owned subsidiaries, retirees, and their eligible pass travelers, who are active in the employee's travel profile to purchase positive space tickets on US Airways and US Airways Express at a 20% discount off most published rates.

Attempting to travel space available while holding a confirmed, positive space reservation on the same flight may result in disciplinary action, including loss of pass travel privileges and up to and including termination of employment. All published fare rules apply to ED20 passengers.

ED20 passengers are subject to all rules and restrictions of the fare purchased including change fees, UM fees and non-refundable restrictions. The passenger is also subject to all checked baggage and excess/overweight baggage fees and to unaccompanied minor escort fees. Lost/damaged baggage procedures and fees are the same as for revenue passengers.

All rules of the fare purchased apply on ED20 tickets, such as non-refundable, minimum stay or advance purchase requirements.

Denied boarding compensation is applicable to ED20 travelers. Involuntary compensation is based on actual amount paid.

An ED20, albeit a revenue ticket, is considered a pass privilege and thus governed under the employee pass privilege requirements, stipulations, and policies set forth in the Employee Travel Guide.

ED20 should never be used in connection with company business activity for self-employment or for a firm other than US Airways.

ED20 passengers may accrue mileage for the trip flown. The Dividend Miles membership number(s) should be given to the Reservations agent at the time of booking or added online at <http://www.usairways.com>.

First Class upgrades while traveling on ED20 tickets are subject to the current upgrade programs available to revenue customers. Employees and pass eligible dependents may not use non-rev upgrade coupons to upgrade on an ED20 ticket. For the current upgrade programs available to revenue customers that apply for ED20 travel go to <http://www.usairways.com>.

**RESERVATIONS**

Reservations and e-ticketing for ED20s are required and must be made through the ETL (800-325-9999, option #2) or at a US Airways ticket counter.

Reservations are subject to availability. All fare restrictions must be satisfied. The booking fees normally charged to revenue customers are waived for ED20 bookings.

## DISCOUNTS

Employee Travel Services coordinates a variety of employee discounts on social, sporting, recreational, and cultural events and services. For detailed information visit <http://wings.usairways.com/uswings/discounts>.

## US AIRWAYS VACATIONS

US Airways employees may be eligible for discounts on US Airways Vacations packages. US Airways Vacations offers hotel, car, and air packages to a variety of destinations both domestic and international. For availability on employee vacation packages discounts, call 1-800-455-0123.

## EMERGENCY TRAVEL

US Airways will offer active employees and their eligible family members positive space round-trip transportation in the event of a qualified emergency involving an immediate family member. Retirees and their eligible family members will be offered space available emergency travel privileges.

Depending on the circumstances involved, online emergency transportation may be obtained for employees, retirees, and eligible family members in cases involving death or critical illness of the employee's family members listed below. Dependent and non-dependent children will be approved for emergency travel. All other family members who are traveling must be on the employee's travel profile. US Airways will offer active employees and eligible family members positive space round-trip transportation in the event of a qualified emergency involving an immediate family member.

- Spouse or domestic partner
- Brother or sister
- Brother or sister of spouse/domestic partner
- Dependent and non-dependent Children (including children of spouse/domestic partner)
- Dependent and non-dependent stepchild or child of domestic partner
- Son/daughter-in-law
- Parents/Step-Parents
- Parents of spouse/domestic partner
- Brother/Sister-in-law

- Grandparents
- Grandparents of spouse/domestic partner
- Grandchildren
- Grandchild of spouse/domestic partner

Requests for emergency travel on US Airways flights should be submitted to Inventory Services in Winston-Salem (INT) at 1-888-260-7169 or [empemergencytravel@usairways.com](mailto:empemergencytravel@usairways.com). The employee's supervisor, manager, or department head should submit the request whenever possible. The relationship between the employee, the family member in the emergency situation, and the family member(s) requesting passes must be provided. Additional trips must be reviewed and authorized on a case-by-case basis by the employee's department head and Employee Travel Services. Requests for emergency travel should be submitted no earlier than 48 hours prior to travel.

In the event of an employee's or retiree's critical illness or death, online travel will be extended to the employee's following family members (do not have to be listed on the employee's or retiree's travel profile).

- Spouse or domestic partner
- Brother or sister
- Brother or sister of spouse/domestic partner
- Dependent and non-dependent Children (including children of spouse/ domestic partner)
- Dependent and non-dependent stepchild or child of domestic partner
- Son/daughter-in-law
- Parents/Step-Parents
- Parents of spouse/domestic partner
- Brother/Sister in-law
- Grandparents
- Grandparents of spouse/domestic partner
- Grandchildren
- Grandchild of spouse/domestic partner

Due to the time-sensitive nature of emergencies and the fact that many OALs do not provide emergency travel for other airlines, it is recommended that the employee use a ZED or other pass travel agreement to travel on another carrier at a significant discount. For current pass travel agreements with other airlines, go to <http://wings.usairways.com>.

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**HUMAN REMAINS SHIPMENTS**

To arrange for the transporting of mortal remains of an employee or eligible family member, the mortuary of choice should call the US Airways (TLC) reservations specialists at 1-800-852-3333.

The mortuary must have the employee's I.D. number and full details of the transportation required. This service is not available on other airlines.

Active and retired employees (with travel privileges) of mainline or wholly owned Express carriers who have boarding priority status at SA3P or SA4P may ship human remains of family members free of charge.

Family members include:

- Spouse/Domestic Partner
- Employee's children or step children of any age (including children of Domestic Partner)
- Parents, parents-in-law or (Domestic Partner's parents)
- Grandparents
- Grandchildren
- Brother/Sister

Children, parents, parent-in-law, grandparents, grandchildren, sister or brother can also include "step" equivalent of each, e.g. step-child, step-parent.

Any additional family members not listed here may qualify for a reduced rate discount for the shipment of Human Remains as authorized by the Cargo department.

**EMPLOYEE CARGO SHIPPING**

US Airways Cargo department offers a reduced-rate shipping program for its employees and their eligible dependents. As is the case with all US Airways employee travel privileges, employee cargo shipments must not be for business affairs associated with self-employment or involve the business of any firm other than US Airways.

The employee reduced-rate shipping program is open to active employees in good standing with the Company who have completed at least one year of service.

Transportation Security Administration (TSA) regulations allow US Airways employees to tender shipments on US Airways mainline and Express flights.

The shipping discount is available to all US Airways Group employees including US Airways and wholly owned Express carriers. For current Domestic and International rates, go to <http://wings.usairways.com/uswings/travel>.

**GENERAL TERMS**

- Employee shipments must be pre-booked through the Cargo Customer Contact Center (CCC) at 1-888-300-0099.
- The CCC will provide rates and advanced airway bill booking number.
- The employee must present the advanced booking number when dropping off cargo for shipment

**NOTE:** US Airways Cargo maintains a hard-copy or an electronic record for each personal cargo shipment at its corporate security office for a minimum of 30 calendar days from the initial ship date and makes these records available to the TSA upon request.

**INSPECTION**

All employee shipments are subject to the current screening procedures of the AOSSP under the guidelines of Chapter 8. International shipments are subject to all applicable US Customs and foreign government regulations and will only be accepted at cargo locations.

**IDENTIFICATION REQUIREMENTS**

A US Airways I.D. is required, plus a government issued I.D., such as a driver's license.

**PAYMENT**

Cash, check, debit card and credit cards will be accepted. No COD or collect shipments are permitted. All shipments must be pre-paid.

**RULES/RESTRICTIONS**

- Declared value will not be available.
- All employee shipments are subject to the current ATPCO rules and regulations.
- No interline shipments.
- Maximum weight per piece: 150 lbs (Mainline, Express, and International).
- All shipments are space available and shall move after COMAT.
- Dimension restrictions apply.
- Fuel and security charges apply.

**LIABILITY**

- US Airways accepts no liability for loss or damage on air freight shipments.
- No claims will be honored.

**SHIPPING LOCATIONS**

- All shipments will be tendered at a US Airways Cargo facility.
- In cities where a US Airways Cargo facility does not exist, shipments can be tendered at the ticket counter.
- You can view Cargo Locations by visiting <http://www.usairways.com/cargo>.

**CALLING IN SICK WHILE USING TRAVEL PRIVILEGES**

When traveling space available, it is the employee's responsibility to report back to work as required. Any absence related to pass travel privileges is unexcused. Calling in sick and then traveling on a pass is a violation of Company policy except when approved in advance by your manager/supervisor for required medical treatment. Employees who call in sick in relation with pass travel may be subject to disciplinary action up to and including suspension or revocation of pass privileges or termination.

**SURVIVOR PRIVILEGES**

If a retired employee or a current employee who is eligible for retirement dies, their unmarried surviving spouse or domestic partner will be eligible for on-line travel privileges until they remarry or enter into another domestic partnership. Surviving dependent children will be extended travel privileges. Surviving dependent children must meet the eligibility requirements as outlined in the DEPENDENT CHILDREN section. Annual proof of full-time student status is required. Surviving parents will also continue to have travel privileges at the parent service charge rate.

If a current employee who is not eligible for retirement (at the time of death) dies, their surviving spouse or domestic partner and dependent children will be eligible for one year of travel (on US only) for each year of service up to a maximum of five years or until they remarry/enter into another domestic partnership (whichever comes first). During the eligible period of travel, surviving dependent children must meet the eligibility requirements as outlined in the DEPENDENT CHILDREN section. During the eligible period of travel, surviving parents will also continue to have travel privileges at the parent service charge rate. Survivor travel privileges are not extended on other airlines.

Guest passes, SA1s or Registered Guest pass privileges are not extended to survivors. Survivors will board at SA4P. Survivor travel privileges are not extended on other airlines.

**SEPARATING FROM THE COMPANY**

All travel privileges cease upon termination of employment except as otherwise provided under specific separation or retiree travel programs.

Former employees may only be added to an active or retired employee's travel privileges if the former employee left in good standing with the company. This is subject to review by Human Resources.