



Retiree Travel Guide

Congratulations on your retirement from US Airways! This Retiree Travel Guide gives you helpful information to make the best use of your space available travel privileges as a Retiree. Similar information is included for Retiree Survivors as well.

Eligible Retirees

If you retire from US Airways and meet specific age and service requirements you are eligible for Retiree Travel Privileges on US Airways and US Airways Express. There are also separate travel privileges with other airlines (OAL) who participate in interline retiree travel programs with US Airways. Eligibility requirements for travel privileges under the US Airways' Retiree travel 65-point plan are:

- A minimum of 10 years of service, and,
- The sum of the retiree's age in years and completed months plus the retiree's service in years and completed months must add up to 65 or more as of the retirement date.
- For example: age 45 and 6 months (45.5 years) plus 19 years and 6 months (19.5 years) of service = 65; age 50 plus 15 years of service = 65; age 55 plus 10 years of service = 65; and any other combinations of age and service that adds up to at least 65 (with a minimum of 10 years of service).

There are other eligibility criteria for retiree travel privileges under various US Airways collectively bargained agreements. If you are a member of one of these work groups, check the terms of your agreement to determine if you are eligible for retiree travel privileges under other age and service requirements.

Eligible Dependents

If you are a retired employee with retiree travel privileges, your eligible family members for travel privileges are:

- Your spouse or authorized domestic partner
- Your financially dependent unmarried children or step-children under the age of 24 (if 19 thru 23 at any time during a calendar year they must be verified as full-time students each year in their birth month)
- Your approved special needs dependent child(ren) regardless of age
- Your parents/step-parents (or parents-in-law if parents deceased)
- Registered guests are not eligible travelers for retired employees

If you are the surviving spouse/surviving domestic partner of a deceased retiree, your eligible family members for travel privileges are:

- Your financially dependent unmarried children or step-children under the age of 24 (if 19 thru 23 at any time during a calendar year they must be verified as full-time students each year in their birth month)
- Your approved special needs dependent child(ren) regardless of age
- Retiree's parents/step-parents (or parents-in-law if parents deceased)

Travel privileges continue for survivors until a dependent child reaches the maximum age/student status limit (or is no longer a dependent or becomes married) or until you remarry/re-register as someone else's domestic partner, at which time travel privileges for you and any dependent children, parents/parent-in-law will end.

Retiree Travel Identification Card

Retirees who are eligible for travel privileges receive a non-picture Retiree Travel Card that will identify you as an eligible retiree and show your travel identification number for use in all travel systems. Replacement cards can be provided for a fee of \$10 if your Retiree card is lost, stolen or destroyed. Contact the Employee Travel Services Department (Pass Bureau) at US Airways to request a replacement card (pass.bureau@usairways.com or 480-693-8717). Your spouse and other eligible travelers do not receive their own card. Be sure to share your travel identification number with them as that is also the travel number they may need to refer to when traveling under your US Airways (or OAL) Retiree Travel program.

Fees for Retiree Travel

You and your eligible family members have unlimited free, space available Retiree travel privileges anywhere US Airways or US Airways Express flies. Your parents pay \$25 per direction plus applicable taxes and fees for domestic travel and \$70 per direction plus applicable taxes and fees to/from Hawaii and Europe. Eligible parents-in-law (if parents deceased) and Guest Pass travelers pay zonal fees (see later section) plus applicable taxes and surcharges, based upon the origin and destination flown.

Employee Travel Center and Listing for Flights

Retirees can check flight routings, loads (PBT's) and list online for all your US Airways and US Airways Express flights at the US Airways Employee Travel Center (ETC). Pay online using a credit card (yours or any of your eligible travelers who wish you to use their credit card to pay for their travel) for any listing that requires a fee/taxes e.g. international travel, guest pass travel, parent or parent-in-law travel. You or your eligible travelers can also choose to pay these fees at an airport ticket counter or city ticket office prior to the listed flight time.

Go to <http://theHub.usairways.com> or <http://wings.usairways.com> and click on the link for the Employee Travel Center on the home page. Your travel identification number is your six-digit employee number + Airline code (e.g. US) + badge sequence number (generally 01 through 10) + 100. You will need all this information to enter the ETC. If you have not logged on before and you are a pre-merger America West employee, your initial password for the ETC is the last four digits of your social security number; if you are a pre-merger US Airways employee, your initial password is the first five digits of your social security number. You will be prompted to change your password the first time you log in. Keep a record of your password for ongoing use.

ETC is the preferred method for checking flights and making listings. However, you can also call the Employee Travel Line (ETL) at 800-325-9999 to check loads and list for flights. The ETL has both IVR (voice response telephone prompts) and live reservations agent capability. Prompt 1 will lead you to the automated listing system and prompt 2 will lead you to a reservations agent. (Note: listing for guest pass flights and SA1P travel – see later sections - can only be done online at the ETC – no phone access for these special listings.)

You must list for a flight prior to attempting to check-in for the flight for both online and phone listings. Multiple listings for the same person/flight or the same routing/destination on the same day are not required or suggested. You will be “rolled” to the next flight in the same priority order if you are not loaded on your original desired flight. If your plans change, it is your responsibility to cancel your flight listing. This will ensure that passenger boarding totals are accurate and up to date for all space available passengers.

Check-In for Flights

You may check-in online for a flight for which you and your eligible travelers are listed and e-ticketed - up to 12 hours in advance of the scheduled flight time and no later than 45 minutes prior to the flight time. Use the Web Check-In tab within the ETC or you can go straight to this link on the home page of theHub or Wings (web addresses above).

You can also check-in for flights for which you are listed up to 4 hours in advance at an Airport Ticket Counter or kiosk.

Boarding Priorities

The boarding priority for Retirees is SA4P. (Please note that pre-merger US Airways flight attendants have a contractual ability to travel SA3P as a retiree if they leave the company with 25 years of service and at least 45 years of age.) Your eligible travelers and Guest Pass users who travel with you on the same itinerary/record locator are also SA4P. If your eligible travelers fly without you they travel at SA5P boarding priority. Your unaccompanied Guest Pass users

travel at the usual Guest Pass boarding priority level – SA7P, with the current year appended to the priority, in order to facilitate first come, first served boarding for these travelers.

Retirees and eligible travelers are boarded according to boarding priority level, then by your year of seniority with US Airways, then by check-in time if necessary. Guest pass users always board by check-in time, unless they are traveling with you on the same itinerary and record locator in which case they board at your boarding priority/seniority level.

Surviving spouses/domestic partners of Retirees and their eligible travelers who travel with them on the same itinerary/record locator are SA4P boarding priority with the deceased Retiree's seniority year and then check-in time if necessary. If their eligible travelers fly without them they travel at SA5P boarding priority.

Guest Passes

Retirees are eligible to continue to use their Guest Passes that are unused in their ETC profile as of their retirement date and until the end of that calendar year. Thereafter, Retirees are allocated four (4) round-trip Guest Passes each calendar year in January.

- Guest Pass fares are one-way, zonal based. Routings selected must be for published routings in the US Airways flight system.
- Fares are \$50, \$60 or \$80 one-way depending upon the origin and destination zone and \$200 one way for flights into or out of Hawaii or Europe.
- Flights into or out of Mexico, the Caribbean, Costa Rica, Canada or Alaska are always \$80 one-way regardless of the origin of the flight.
- Taxes, fees and international charges also apply depending upon the origin and destination and are in addition to any zonal fees for the travel.
- The ETC will quote the fare and taxes/charges when a listing is made for a Guest Pass user.
- Guest Pass listings are e-ticketed when they are paid for.
- All Guest passes must be withdrawn from the bank by December 31 of the calendar year and the itinerary paid for and ticketed before that time in order to retain the pass.
- Guest pass tickets are valid for one year from the date of issue. Flights and dates may be changed but not passenger names.
- Refunds of guest pass tickets will incur a \$10 administrative fee and the pass will not be re-deposited to the retiree's ETC bank.
- Guest passes may not be sold or bartered for personal profit or gain. Doing so may risk the travel privileges of the retiree and their eligible family members.

All other policies and procedures for the use of Guest Passes are the same as for active employee usage. Refer to the separate Guest Pass Travel Guide for more details on Guest Pass usage.

Surviving spouses/surviving domestic partners of Retirees are not eligible for guest pass usage.

SA1P Priority Passes

Retirees are eligible to continue to use their SA1P Passes that are unused in their ETC profile as of their retirement date and until the end of that calendar year. Thereafter, Retirees are allocated two (2) SA1P passes each calendar year in January.

SA1P Passes provide you with a limited number of opportunities to make your flight listing at the highest space available boarding priority. This high priority listing can be for you and any or all of your eligible travelers on the same itinerary/record locator (PNR), round trip to any destination that US Airways/Express flies (the employee must travel with all the other passengers in order to qualify for this priority). If you want your parents or parents-in-law to travel with you on one of your SA1P passes, the usual fees for both your travel and their travel are waived (although applicable taxes or international fees will still apply to all SA1P travelers). If you include a guest pass user on your SA1P itinerary/record locator, they will travel at SA4P priority rather than SA7P, and the usual guest pass zonal fees and taxes will still apply.

Surviving spouses/surviving domestic partners of deceased retirees are not eligible for SA1P pass usage.

First/Envoy Class Upgrades

Retirees and their eligible travelers (age 12 and older) including Guest Pass travelers are eligible to purchase First/Envoy Class Upgrade coupons at \$20 per one-way (\$100 per one-way for Europe and Hawaii). These upgrades must be purchased in advance of intended usage, at an airport ticket counter or City Ticket Office and are good for up to three (3) years from the purchase date. When you buy an upgrade coupon, you do not have to assign it to a particular flight right there and then. You can refund \$100 upgrade coupons if unused and not needed at US Airways Revenue Accounting Refunds – co-mail PHX- RWE- REF or US Mail to 4000 E. Sky Harbor Blvd., Phoenix, AZ 85035. \$20 upgrade coupons are non-refundable.

You or your eligible travelers must be listed for First/Envoy class of travel if you intend to use an upgrade coupon for that flight. If space is not available to seat you in First/Envoy class your upgrade coupon will be returned for future use.

Unaccompanied Minors

- The rules for unaccompanied minors are the same for space available travelers as for revenue passengers, except that the unaccompanied minor fee is waived for non-revenue space available travelers including Guest Pass users.
- Children under age five (5) may not travel unaccompanied.
- Children age five (5) to fourteen (14) may travel unaccompanied on non-stop flights within the United States only. An unaccompanied minor form must be completed at the Airport Ticket Counter at the outbound airport.
- Children age fifteen (15) and older may travel independently and do not require UM status.

Discount Positive Space Travel Program – ED20

In lieu of space available travel, Retirees, surviving spouses/surviving domestic partners and their eligible travelers in the ETC, can purchase confirmed positive space revenue tickets on US Airways and US Airways Express at 20% off most published fares (ED20). Guest Pass users are not eligible for ED20 tickets.

Tickets can be purchased through US Airways Reservations by phone to the ETL 800-325-9999, option 2. Identify the flight routing and best published fare available for the dates and times you are interested in and let the Reservations agent know that you are an eligible Retiree/surviving spouse/domestic partner (or eligible family member profiled in the ETC) for the ED20 discount program. A credit card is required at the time of purchase. All regular revenue fare rules apply to the tickets you purchase (i.e. non-refundable, change fees, baggage fees, etc.). You may accrue dividend miles when traveling on an ED20 ticket.

Appearance Guidelines

Coach Class:

- Casual attire can include shorts, slacks, Dockers, cords, dresses, skirts, casual shirts, T-shirts, denim, sneakers, athletic shoes, loafers, dress shoes, sandals.
- Attire must be neat, clean and in good repair
- Unacceptable attire in coach:
 - Flip-flops (beach or pool wear with rubber soles)
 - Bare shoulder or spaghetti strap tops/dresses
 - Bare midriff attire
 - Pajamas/slippers
 - Micro or mini skirts
 - Daisy Duke shorts

- Tank tops
- Swimwear
- Torn clothing or clothing with offensive words or phrases

First/Envoy Class:

- Professional, business or business casual attire
- Dress military uniforms
- Jackets, ties or hosiery are not required but are acceptable attire
- Unacceptable attire in First/Envoy class:
 - Any unacceptable attire for Coach travel plus,
 - Shorts, blue denim jeans or jackets
 - Sneakers or athletic shoes
 - Jogging or sweat suits or athletic wear
 - T-shirts

Baggage and Liability

When you travel space available you take a risk that there will be enough seats available for you and your eligible travelers to board your chosen flight. It is wise to travel with as little luggage as possible, so that you have the most flexibility to change plans as you go. A maximum of one carry-on bag and one personal item, such as a purse, briefcase, or laptop computer is allowed per traveler within the United States and internationally. Carry-on items must fit under the seat or in the overhead bin.

If you plan to check baggage, here are some useful tips:

- Check baggage curbside (where available), at an Airport Ticket Counter or kiosk – up to four (4) hours in advance of the scheduled departure time.
- You and your space available travelers are not eligible for compensation for lost or damaged baggage with US Airways. However if baggage should be lost or misdirected the US Airways Baggage department will open a tracing claim for you.
- Be sure that your checked baggage is clearly labeled and has US Airways bar coded baggage tags (with origin and destination city codes). If you or your baggage go without each other (e.g. you can't get on a flight due to heavy loads etc. but your bags were checked and loaded) or if your luggage is lost or misdirected, initiate a tracing claim at the baggage claim office in the airport.
- When the baggage is found it will be routed on the next available flight to either the origin city or the destination city depending upon the circumstances of the tracing claim you initiated and you will be contacted to pick it up.

- Fee waived excess baggage – no charges are incurred for excess checked baggage weight for Retirees and eligible family members (except Guest pass users) up to a 100lb per piece maximum. There is no limit as to the number of pieces or the dimensions of each piece, just the maximum weight of each.
- Retirees' Guest pass travelers are subject to the same checked baggage fees, excess baggage fees, overweight baggage fees, and restrictions on dimensions and number of pieces as revenue customers. Even if a fee is paid however, Guest Pass travelers do not receive any compensation for lost or damaged baggage.
- US Airways is not responsible for personal injury or illness for space available travelers, including guest pass travelers.

Carry-on Pets

Retirees and eligible family members (including Guest Pass travelers) may carry-on pets in the same manner and under the same rules as revenue passengers, except that cabin pet fees are waived. There is a limit to the number of pets, size, weight and container dimensions that may be carried on any one flight. You must make a listing in advance of a flight in order to carry-on a pet. Call the Pass Line 800-447-5884, option 2 to speak with a Reservations Agent and list your carry-on pet. Remember, there may be a space available seat available for you on a flight but if the maximum number of pets for the flight has been reached, you will not be able to carry-on your pet.

Emergency Travel

You, your spouse/domestic partner and family members listed on your ETC profile are eligible for higher priority (SA2P) space available transportation on US Airways and US Airways Express flights in case of death, critical illness/injury or other significant emergency for each other or a n extended but close family member, including:

- Retiree
- Spouse/domestic partner
- Retiree or spouse/domestic partner children
- Retiree or spouse/domestic partner parents
- Brother or sister of Retiree or spouse/domestic partner
- Children in law of Retiree or spouse/domestic partner
- Grandparents of Retiree or spouse/domestic partner
- Grandchildren of Retiree or spouse/domestic partner

Emergency travel may be booked no greater than 48 hours prior to departure with an Inventory Services Representative in US Reservations. The phone number is 1-888-260-7169 and is available 24 x 7.

Call this same number to book emergency travel on OAL carriers. It will depend upon each carrier as to whether or not emergency travel is available, for whom it applies and whether free or reduced rate.

Transportation of Human Remains

To arrange for the free transporting of human remains of a Retiree or eligible family member (listed in the retiree's travel profile), the mortuary of choice should call US Airways Reservations Specialists at 1-800-852-3333. The mortuary must have the Retiree's travel identification number and full details of the transportation required. This service is not available on OAL carriers.

Retiree's family members for these purposes include:

- Spouse/domestic partner
- Children or step-children of any age, including domestic partner children
- Parents, Parents-in-law or domestic partner's parents or step equivalents

Other family members not listed who pass away, may qualify for reduced rate transportation by checking at the number above.

Retiree Interline (OAL) Travel

US Airways maintains reciprocal interline agreements with many other air carriers. Most carriers provide reduced rate space available travel for US Airways Retirees and their eligible family members. The terms and conditions of travel differ from carrier to carrier as does the specific eligibility requirements e.g. which family members are eligible, age specifications for children, parent or parent-in-law eligibility, embargo periods, appearance guidelines etc. Check theHub or Wings travel sections or contact Pass.Bureau@usairways.com to find more information about OAL travel, how to list and pay any necessary fees etc. Please note that some airlines may not provide travel benefits to domestic partners. Surviving spouse/surviving domestic partner or other family members of a deceased Retiree are not eligible for interline travel benefits.

Space-Available Travel Checklist

- Be sure you have a current flight listing prior to check-in.
- Check-in for listed/e-ticketed US Airways and/or US Airways Express flights online at the ETC up to 12 hours in advance of the flight or at an Airport Ticket Counter or kiosk (no more than 4 hours in advance).
- Use your PNR record locator to check-in for a flight.
- Use the printed boarding pass from online check-in or ticket counter/kiosk to go through TSA security procedures.

- Arrive at the gate at least 30 minutes prior to domestic flight departures and one hour prior to international flight departures. Failure to arrive in that timeframe will not exclude you from the flight if a seat is otherwise available but may cause you to be “skipped over” in the boarding priority/seniority procedures if you arrive later than the recommended guidelines. Arrival at the gate within 10 minutes of a scheduled departure may result in denied boarding even if a seat is available because clearing space available travelers is never intended to impede the on-time departure process.
- Seats are assigned by the Airport Passenger Service Representative at the gate for the flight, approximately 20 minutes prior to departure and actual boarding passes are issued accordingly.
- Please do not impede the check-in of revenue customers and stay clear of the check-in podium while the space available process is worked.
- Dress appropriately for the class of service desired.
- Have passport and/or visa ready when traveling internationally. It is your responsibility to know all of the travel restrictions and to possess the documentation needed for your destination.
- You are held personally responsible for your conduct and the conduct of all space-available travelers that you sponsor. It is also your responsibility to inform those using your travel privileges about the travel rules and the dress code.
- Misuse of travel benefits may result in suspension or permanent revocation of your travel privileges and/or requirement to pay full fare value.
- Travel for you and your sponsored space-available travelers is restricted to pleasure travel only. This privilege cannot be used for personal financial gain or in the interest or furtherance of any other businesses, including self-employment or consulting.
- The Company reserves the right to amend, delete or modify these travel privilege policies and provisions with or without prior notice.