

Employee Travel Quick Tips

May 20, 2009

The following is an Employee Travel Quick Tips reminder for employees and retirees on how to use their SA1P Vacation Passes. Please contact Employee.Travel@USAirways.com or 480-693-8717 if you have questions.

- Passengers must be listed on the same record locator in order to receive the SA1 boarding priority. Passengers cannot be changed or added after the listing has been created through the Employee Travel Center (ETC). Important: If you have more than 4 family members flying with you on an SA1 pass, the ETC will not allow you to put everyone on the same PNR. In these instances, you should book two separate PNRs through the ETC, and then contact Employee.Travel@USAirways.com to ensure that the SA1P boarding priority is applied to all eligible family members.
- Employees receive 3 SA1P passes per year, retirees receive 2 SA1P passes 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.
- An electronic deposit of the allotted vacation passes will be credited to each 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 SA1P pass. Parent In-Laws will still have to pay fees.
- Employees and family members traveling SA1P internationally will be required to pay the appropriate international fees and taxes.
- Always keep your record locator for an un-flown SA1P.
- To change an un-flown SA1P e-ticket, call the Employee Travel Line (1-800-325-9999, option #2) at the earliest opportunity 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 SA1P 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.
- Ensure that your international SA1Ps are e-ticketed and paid for. Otherwise your record locator will drop out of the system completely when the current date passes the outbound date on your itinerary. This locator will be untraceable if that happens.
- Important: If you refund the fees on an SA1P e-ticket, the SA1P pass will not be re-deposited into your ETC "bank"!

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