



Employee Cargo Shipments

General:

The employee-reduced rate-shipping program will be offered to current employees for their personal use only. Cargo cannot be shipped for business affairs associated with self-employment or employment with any firm other than US Airways.

- All employee shipments **must** be pre-booked through the Cargo Customer Contact Center (888-300-0099).
- The CCC will provide rates and advanced air waybill booking number.
- The employee must present the advanced booking number at time of tender.

Eligibility/Regulations:

Transportation Security Administration (TSA) regulations allow US Airways employees to tender shipments on US Airways, America West Airlines, US Airways Shuttle and Wholly-Owned US Airways Express flights*.

US Airways employees include:

- US Airways, America West Airlines, US Airways Shuttle, Piedmont, and PSA.
- *Wholly-Owned Express Carriers include: Piedmont and PSA.

US Airways may accept and transport personal cargo received from a US Airways employee provided that Employee:

- Is in good standing with US Airways
- Has been employed with US Airways for a minimum of 1 (one) year.

Note: US Airways will maintain a record (either in electronic or hardcopy format) of each personal cargo shipment at its corporate security office for a minimum of 30 calendar days from the date of departure of the flight and makes it available to TSA upon request.

Inspection:

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

Identification Requirements:

- The employee must present their employee badge and a government issued I.D. such as a driver's license

Rates:

Domestic Rates:

- Employee rates are 75% off of the published General Freight Rate with a minimum of \$10.00 (Plus applicable tax of 6.25 percent)
- It will be entered in Sabre with the Special Commodity Code GES0025
- Applicable fuel and security charges apply



Employee Cargo Shipments

International Rates:

- Employee rates are \$0.50 per kilo with a minimum of \$20.00
- It will be entered in Sabre with the Special Commodity Code GES0025
- Applicable fuel and security charges apply

Payment:

- All shipments must be pre-paid (no collect or COD shipments).
- Employee shipments will only be accepted when pre-paid by Major Credit Card or Debit Card (with a Visa/MasterCard logo)

Rules/Restrictions:

- Declared value will not be available
- All employee shipments are subject to the current ATPCO (Airline Tariff Publishing Company) 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
- Dimensions apply
- Fuel and security charges apply
- Air waybill description must be precise and accurate. Example: DVD player, men's clothing, golf clubs, bicycle, lamp, etc.

Liability:

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

Human Remains:

Active and retired employees (with travel privileges) of mainline or wholly owned express who have boarding priority status at S3/SA3 or S4/SA4 may ship human remains of family members free of charge. Family members include:

- 1. Spouse/Domestic Partner**
- 2. Employee's children or step children of any age (including children of Domestic Partner)**
- 3. Parents, parents-in-law or (Domestic Partner's parents)**
- 4. Grandparents**
- 5. Grandchildren**
- 6. Sister**
- 7. Brother**

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. All eligible Human Remains shipments must be booked through the US Airways (TLC) Reservation Specialists at 1- 800- 852- 3333.