

# American Airlines

Welcome aboard! The following information will make your reciprocal cabin seat agreement experience the easiest for both you and our Crewmembers. If you have any questions, please contact your airline's reciprocal cabin seat agreement contact or staff travel department.

1. Go online and make a listing for travel. You may do so by logging into [www.myidtravel.com](http://www.myidtravel.com).
2. Log in using your personal credentials as you normally would.

myIDTravel Login

Employing Airline: Virgin America

User: [input field]

Password: [input field]

Travel Mode:  duty  leisure

login

[Register or lost password?](#) [Legal notice / Disclaimer](#)

3. Select "American Airlines" from the Airline pull-down menu and be sure to select "FA Commuter Listing" from the Travel Status pull-down menu.

**Flight Schedule Query**

for Doe, Jon MR

Please enter the 3 Letter-Code of the city in English or select the airport via the airport atlas

Type of Travel:	<input checked="" type="radio"/> One Way	<input type="radio"/> Return	<input type="radio"/> Multiple Legs				
Airline:	<input type="radio"/> All Airlines	<input checked="" type="radio"/> JetBlue					
Route/Data:	From	To	Day/Month	Time	Travel Status	Class	
	jfk	fil	1 10	00:00	Flight Attendant Commuting Listing	Economy	

back timetable

4. Proceed as you normally would make a listing for your own carrier.

**I. ELIGIBILITY & REQUIREMENTS**

- A.** Any active, current flight attendant of an American Entity and HA shall be eligible for transportation on the other's aircraft subject to all applicable governmental statutes and regulations and individual carrier procedures and other applicable regulations, including all applicable conditions of carriage of each company.
- B.** Transportation is applicable on HA and American Entity flights within the continental United States or to/from the U.S., Hawaii and Alaska, or to/from the continental United States and the United States Virgin Islands (San Juan, St. Thomas and St. Croix) and is on a space available basis. Priority will be given by each carrier on its own flights to its own employees and NRSA passengers (retirees, buddy pass holders, ID90 etc.). It is understood that, thereafter, employees of American will have preference on American Eagle and Executive, and employees of American Eagle and Executive will have preference on American Entity airlines. Thereafter, crewmembers from the other carriers and crewmembers from other airlines which have entered into similar agreements with a carrier will be accorded such transportation on a "first come, first served" basis. Any applicable taxes or fees are the responsibility of the crewmember.
- C.** Boarding is limited to cabin seats only. The number of seats assigned to other carrier's flight attendants is limited only by the number of open seats in the cabin. The boarded crewmember must comply with all directions of the Captain and the Flight Leader in the cabin.
- D.** HA flight attendants requesting transportation under this Agreement must flight list using the company web site, [myidtravel.com](http://myidtravel.com) prior to arriving at any American Entity gate. American Entity flight attendants are not required to pre-list for HA flights. Flight Attendants must check-in at any airport ticket office or departure gate a minimum of thirty (30) minutes before scheduled departure. Flight attendants will be required to check in again at each stopover or connecting city.
- E.** Transportation provided under this Agreement is solely for travel that is strictly personal in nature. Transportation under this Agreement is not to be used for business related travel of a personal nature, and is not to be used in any way to facilitate a carrier's staffing or crew requirements or any employee's crew related duties, responsibilities, plans, prospects or objectives. Transportation is not intended for children or pets.

**II. IDENTIFICATION**

Each flight attendant must produce proper identification upon check-in for his/her flight. All crewmembers must present a valid company ID displaying the word "Crew".

**III. DRESS CODE**

Any crewmember utilizing transportation under this Agreement while in uniform will be expected to conform to proper and complete uniform requirements. Crewmembers not in uniform must conform to the transporting carrier's non-revenue first class travel dress code standards of conservative casual business dress and grooming.