

Non-rev travel updates: What you need to know

Each year, and even throughout the year, we take a look at our non-rev travel program to make sure it's the best in the business, that it works for you and makes sense for American. And when we make any changes, we do so for various reasons, including responding to feedback we've heard from you. With that in mind, we're making three important updates that will go into effect May 1.

Here's what you can expect:

1. Registered companion option for all team members

This is something we've heard from team members a lot, and a change we're excited to deliver. Many of you have a spouse or a domestic partner who also works for American (or one of our regional carriers) or a spouse or domestic partner who prefers not to travel. Starting May 1, you'll be able to replace your spouse or domestic partner with a registered companion of your choosing.

To make the change, you'll select your spouse or domestic partner from your traveler list in the Travel Planner. At the bottom of the page is the option to "Delete traveler." Once you delete, you can then select "Add traveler" and select "Registered Companion" as the traveler type. Need help? We have a how-to guide to walk you through it.

Keep in mind:

- If you decide to add a registered companion in lieu of your spouse or domestic partner, you will only be able to make changes every 12 months.
- Travel by your registered companion is subject to imputed income.
- If your spouse or domestic partner used any vacation (D1) passes this year, only the remaining amount will be available for your new registered companion to use for the remainder of the year.
- You should also take a moment to review your traveler list and make sure everyone is classified correctly. Extended family and children over the age of 24 should be listed as guests (D3), not dependents.
- Your registered companion (even one you add in lieu of a spouse or domestic partner) is only eligible for ZED travel on **oneworld** carriers.

2. Increase in guest (D3) travel charges

Guests traveling non-rev are responsible for paying a service charge that we calculate based on mileage and the market where they travel. As we reviewed what we charge guests and measured that against the actual cost of that travel to the company, we've decided to increase the cost of guest travel by about 10%.

As background, while our last increase to guest travel was in October 2015, other airlines have raised theirs. And while we're making this change for guest travel, there are no changes for you, your eligible dependent travelers or your parents.

This increase will vary depending on where your guest is traveling. For example, a trip from DFW to Austin, Texas (AUS), will only increase about \$3 while a trip from DFW to Paris (CDG) will increase by about \$15. You'll see this small increase reflected in the cost of guest travel in all cabins for travel that takes place on or after May 1. The new prices will show up in Travel Planner estimates starting on May 1.

Remember: There is an option to add your guest's credit card directly when you list them for travel in the Travel Planner.

3. New hire guest (D3) waiting period

Speaking of guest travel, we're implementing a six-month waiting period before team members can add guest travelers. We're all responsible for the behavior of our dependents and guests when they travel on American and having a waiting period allows new team members to learn the rules of the road themselves before their guests begin traveling. This change, which aligns with our Zonal Employee Discount (ZED) program, only impacts D3 travel as there will be no waiting period for dependent or parent travel.

What does this mean for you?

Not much. But because this will impact any new team members who start on or after May 1, we want to be sure you're aware.

ZED updates coming May 1

We regularly review our Zonal Employee Discount (ZED) agreements with other carriers to ensure they are providing the most benefit to our team members and that they make sense for our business. Last week we shared an update that our agreements with Allegiant Air and Frontier Airlines will end on May 1. Stay up-to-date on our Travel Notices page.

Questions about our travel program and what these updates mean for you?

Reach out to the Team Member Service Center.