

General Guidelines for Reciprocal Cabin Seat Agreement



Eligibility

- Flight attendants must be on active status
- Travel with children, family members or carry-on pet is not permitted
- Business related travel is not permitted
- Economy class seating only

Listing/Check-In

- Listing must be made Online. Log in to <https://myidtravel.ual.com> utilizing your Global UID and password. Once logged in:
 - Select only yourself as the traveler, then select continue
 - On "Flight Schedule Query" page select American Airlines (AA)
 - Select Flight Attendant commuting listing from the travel status drop down
 - Complete the remaining fields based on your travel needs (economy only), select find flights
 - Continue through the booking process until you receive a confirmation
- If traveling with 24 hours, you may call the AA Non-Rev Assist desk at 1.888.WE.FLY.AA, option 3. This desk is staffed between 0800-0245 CT (14MAR-01NOV) and 0700-0145 CT (02NOV-13MAR)
- You will be required to check-in again at each stopover or connecting city
- You may be subject to secondary screening procedures

Boarding

- After all revenue customers are processed, standby processing begins. Wait for the gate agent to call your name and issue a boarding pass.
- Priority is given to American and American Eagle employees and all NRSA passengers
- UA flight attendants will be accorded transportation on a "first come, first served" basis
- Boarding is limited to economy class

Identification

- Upon check-in, you must produce a valid company ID displaying the word "CREW" with an expiration date and may be required to provide an additional government issued photo ID

Dress Code/ Conduct

- If traveling in uniform, flight attendants are expected to conform to proper and complete uniform requirements
- Flight attendants not in uniform must conform to non-revenue first class travel dress code standards of conservative casual business dress and grooming
- Once onboard, you must reflect a professional, businesslike attitude in accordance with all standard passenger regulations, and must comply with all directions from the Captain and the Flight Leader in the cabin

Baggage

- Compliance with all approved American and American Eagle carry-on baggage policies

Alcohol

- Flight attendants in uniform may not consume alcoholic beverages onboard when utilizing the Reciprocal Cabin Seat Agreement

Embargoes

- American, American Eagle and Executive Airlines may impose its own embargoes on periods of travel and routings, as it deems necessary

Destinations

- All flights within the continental United States and to/from Hawaii and Alaska.
- Flight attendants are responsible for payment of any applicable taxes or fees