

# General Guidelines for Reciprocal Cabin Seat Agreement



## Eligibility

- Only active flight attendants
- Seating is limited to available seats in the economy cabin
- Business related travel is not permitted

## Listing/Check-In

- Effective May 14, 2018 all OA non-revenue commuter listings will be entirely self-managed through the myIDTravel Commuter Listing Tool.
- 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 Allegiant Air (G4)
  - 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
- You may check-in with a Customer Service Agent at the ticket counter no sooner than (60) sixty minutes prior to and no later than (30) thirty minutes prior to your flight's scheduled departure time

## Boarding

- Space available basis
- UA flight attendants will be accorded transportation on a "first come, first served" basis (SA status)

## Identification

- UA flight attendants must produce proper identification upon check-in for his/her flight
- All crewmembers must present 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

- 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 non-revenue travel dress code standards of conservative casual business dress and grooming

## Baggage

- Compliance with all approved Allegiant carry-on baggage policies
- To be exempt from the one bag plus personal item rule, you must be in uniform during screening and remain in uniform until reaching final destination

## Alcohol

- UA flight attendants may not consume alcoholic beverages onboard when utilizing the Reciprocal Cabin Seat Agreement

## Embargoes

- Allegiant may impose its own embargoes on periods of travel and routings, as it deems necessary

## Destinations

- Within the 50 United States. Any applicable taxes or fees are the responsibility of the crewmember