

Travel Planner User Guide



Adding new travelers

1. Go to the Travel Planner.
2. To add a traveler, click on Travelers at top.

The screenshot shows the top navigation bar of the Travel Planner. The 'Travelers' tab is highlighted with a red box, and a red arrow points to it from the right. Below the navigation bar is a large image of an American Airlines airplane flying through clouds. The main content area is titled 'Find flights' and contains several input fields and buttons.

Find flights

One way Round trip Best bets

(• Required)

Type of travel •
Select

From •
City or airport

To •
City or airport

Connection
Optional

Depart •
11/09/2018

Time
12 AM

Nonstop only

Search

3. This will take you to the page where you and any current travelers are listed.

The screenshot shows the 'Travelers' page in the Travel Planner. The top navigation bar includes 'Travel Planner', a warning icon with '1', 'Find flights', 'Trips', 'Travelers', and 'Tools'. The main heading is 'Travelers' with links for '«Back' and 'Email travel documents »'. Under the 'Employee' section, there are three cards: 'TESTFNRB TESTLNRB' with 6 D1 vacation passes (0 used, 6 allotted), '16 D3 guest passes' (0 used, 16 allotted), and '4 A7 reward passes' (0 used, 4 allotted). Below this is the 'Dependents' section with four cards: 'GABRIEL MOSQUERA' (6 D1), 'DAVID V MOSQUERA' (6 D1), 'DAVID MOSQUERA' (6 D1), and 'ELIANA MOSQUERA' (6 D1).

4. Navigate to the bottom of the page, and click on the Add traveler button.

This screenshot shows the bottom portion of the Travelers page. It includes the 'Parents' section with a card for 'JEREMIAH G MOSQUERA' and the 'Guests' section with a card for 'GLORIA SCOTT'. At the bottom, there is an 'Add traveler' button, which is highlighted with a red rectangular box. A large red arrow points from the top right towards this button.

5. Step 1

- Begin by entering the traveler's first name, last name, gender and date of birth, then click Continue.

Important:

- Name must match government issued ID.
 - Name, Gender and Date of Birth Information cannot be edited once a traveler has registered.
-
- Any field with a red dot is required.
 - Note: Middle name is optional but should be entered if on the traveler's government issued photo ID.

Add traveler

[«Back](#) [Email travel documents »](#)

1. Traveler Information

(• Required)

Name, Gender and Date of Birth information cannot be edited once a traveler has registered. Please verify the data you enter is accurate. Name must match government issued ID.

First name •

Middle name

Last name •

Gender •

Date of birth •

Continue

6. Step 2

Select type of traveler from the drop-down menu, and then click Continue.

- **Note:** Some traveler types may not appear in the drop down list if they are not eligible to add. For example, if you have already listed twelve (12) D3 guests, then “Guest” will not appear as an option. Another example, if you have already have a Registered Companion (RC), then both Domestic Partner (DP) and RC will not appear as an option.
- If your RC, Parent or D3 has been listed for more than a calendar year, you can choose to either delete or replace them. To check the date added:
 - Go back to your travelers list--click on the individual profile
 - In the first section of the profile information, look at “Date added” field
 - To delete traveler, scroll down to bottom and click “Delete traveler” (if eligible)
- Once a traveler (except RC or D3) is added to your traveler list, you will be required to provide additional [verification documentation](#).
Reminder: If you are not able to verify your dependent travelers, then they will be removed from your travel list. Falsifying anyone who does not qualify for dependent travel privileges could result in disciplinary action, including but not limited to suspension; termination of employment; revocation of or limitations on the travel privileges; and/or the obligation to pay the full fare of certain travel expenses or fines.
- For all guidelines, refer to the Travel Guide.

Travel Planner ⚠ 1 Find flights Trips Travelers Tools ▾

Add traveler

«Back Email travel documents »

1. Traveler Information Edit

2. Select traveler type (Required)

Select the type of traveler you would like to add. Only eligible types will be available. Contact [Team Member Services](#) about eligibility.

Type of traveler ▾

- Select
- Parent
- Child
- Guest

Cancel Continue

7. Step 3 – Acknowledgement of the following guidelines and Continue

① Before you can register this traveler...

Please review and agree to the following:

Security

By using this system, I confirm that the persons who I am authorizing for travel:

- Are persons with whom I have an established personal relationship.
- Are persons that do not pose a safety or security risk to the Company.
- Are persons that understand all non-revenue travel guidelines as outlined in the Travel Guide.
- Are not former team members who were discharged for any type of misconduct or who resigned in lieu of discharge or any type of misconduct.
- Is not a team member whose travel privileges have been revoked or any employee on a leave of absence, which does not allow non-revenue travel.

Additionally, I acknowledge that:

- The company reserves the right to remove travelers who the company believes may pose a safety or security risk.
- The company reserves the right to remove travelers that do not follow the non-revenue travel guidelines as outlined in the Travel Guide.
- I will be held responsible for persons that misuse travel privileges with this database and for the conduct of the traveler, which may include suspension or permanent loss of my travel privileges.

Abuse of this system may result in suspension or permanent loss of my travel privileges or further disciplinary action up to and including termination of employment and where warranted criminal prosecution.

I agree to the Travel Planner terms/conditions for adding a traveler. • →

Cancel

Continue

8. Step 4 – Enter traveler details

- Enter their Country of residence and Country of citizenship
- Enter the address of their residence and phone number
- Next, note that adding an eligible traveler (spouse, domestic partner and qualified children) or designated parent to your list of Travelers, you may need to provide additional documentation as part of the verification process.
- **Note:** If initially adding a child between the ages of 19-22, you'll need to designate if the child is a full-time student.

3. Traveler details

(• Required)

Identification

Country of residence •

Country of citizenship •

Contact

Address 1 •

Address 2

Address 3

City •

State/Province •

Zip/Postal code

Phone number •

9. Optional traveler details - Passport, Secure Flight Information, Emergency contact, and AAdvantage number

- Click on drop down arrow
- Enter passport information (if applicable).
- If applicable, enter the traveler's Known Traveler number (TSA Pre-Check/Global Entry) or Redress number—otherwise, do not enter anything in these fields, even spaces.
Note: For Known Traveler Number, names with travel profile, passport, etc. must match exactly, or TSA Precheck may not be not appear on verification/boarding pass when traveling.
- Emergency contact—You can enter this information now, but it is only required if and when they travel internationally
Note: Up to two names can be entered per field with one single space in between, but no special characters are allowed. Also, complete information is required—name, country and phone number.
- Enter the Traveler's AAdvantage number (if applicable).
Note: Your travelers will not accumulate miles or receive priority boarding for non rev travel

Optional traveler details

Passport

International travel information

Passport number	Expiration date	Issuing country
<input type="text"/>	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>	Select a country <input type="text"/>

Secure flight

Enter your Known Traveler or Redress number if you have one and it will be included in your itinerary. See the [Secure Flight Privacy Notice](#) for more information.

Known Traveler number <input type="text"/>	Redress number <input type="text"/>
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Emergency contact

First name <input type="text"/>	Last name <input type="text"/>	Contact country <input type="text"/>	Phone number <input type="text"/>
		Select a country <input type="text"/>	Number

Personal

AAdvantage number

Restrict travel: Yes No

10. Step 5 - Final acknowledgement

- If all information entered is correct, click on the check box to acknowledge:
 - The information provided about your guest traveler is accurate
 - You understand that dependent verification may be required to support the relationship of the added traveler as outlined in the Travel Guide
 - You also understand and agree to the Travel Standards as outlined in the Travel Guide
- And then click the Add traveler button

By submitting this form I agree to the following:

- That the information I have provided about my guest traveler is accurate
- I understand that dependent verification may be required to support the relationship of the added traveler as outlined in the travel guide.

I understand and agree to the Travel Standards as outlined in the Travel Guide. [Travel Guide](#) →



Cancel

Add traveler

11. Step 6 – Confirmation

- You can now email the travel guidelines to your guest traveler.
- We recommend also emailing your travelers the **Non Rev Instructions** found under the Travel Guide—Resources.

Travel Planner



Find flights

Trips

Travelers

Tools ▾

4. Confirmation

JANE TESS DOE has been added.

Relationship Child
Date added 11/09/2018 at 10:45 AM

[View all travelers](#)

Now that you've added your traveler, we'll review and verify all information. If we need any other documentation from you, you'll hear from us via your company email and/or your mailing address on file with the company. Please refer to the [Travel Guide](#) for registration guidelines and documentation requirements.

Please remember

On your child's 23rd birthday, your Dependent Student will be automatically changed to the Non-Dependent Child category.

Email travel guidelines

You are responsible for understanding and complying with the rules governing your travel privileges. This includes travel by your family members and guests, even when they are not traveling with you. Therefore, it is your responsibility to inform all guest travelers of the travel guidelines.

Email policy