

## From The American Retirement Committee (AMRRC.net)

# International Non-Rev Travel Info You Need To Know

From The Travel Guide – 07/06/18

**THROUGH NON-REVENUE PASSENGERS** who are not boarding locally (not your city of origination) are granted THROUGH “T” status and will be boarded ahead of locally boarding non-revenue passengers with the same boarding priority code.

If your flight listing (PNR) contains “connecting” segments, the same priority code will be applied automatically to the connecting flight priority list once you are accommodated at the originating city.

### WHEN CONNECTING TO AN INTERNATIONAL FLIGHT FROM A DOMESTIC FLIGHT YOU MUST:

- SWIPE your passport with an agent. Ask them to use Ctrl W F1.
- If passport is not swiped, you will lose your Check-In time in connecting city because you must swipe a passport (and get a new Check-In time).
- Your name will not appear on the priority list for your connecting flight until you are accommodated on your originating flight.
- If the connecting flights are not in the same PNR OR if your connecting time is more than 12 hours, you will need to check in with an agent at the connecting city and present your inbound boarding pass from your originating flight.
  - The agent will add the THROUGH indicator “T” to your priority code on the standby list of your connecting flight.
- **IMPORTANT!** If the agent does not know the format to add the “T” indicator, then ask for a Customer Service Manager to ensure you are designated as a THROUGH passenger.
- If the time between your connecting flights is more than 12 hours, your check-in time defaults to the time you are placed on the standby list as a THROUGH traveler, (this is when you were issued your boarding pass for your originating flight, not the time you checked in using the [www.retirees.aa.com](http://www.retirees.aa.com) website).

- If you change your travel pass classification (D2 to D1) in the connecting city you will lose your THROUGH “T” status.
  - **For example**, if your original listing is for D2 travel from LAX-PHL-MUC, and you travel D2 from LAX to PHL but want to change to D1 from PHL to MUC, you will need to cancel the segment and re-book as a D1, thus establishing a new check-in time and losing your “T” status.

### TO BE CONSIDERED A THROUGH PASSENGER AT YOUR CONNECTING CITY, YOU MUST ...

- Arrive on an AA or another airline (OAL) flight at the intermediate city and check-in for the first connecting flight (same day or next day) to your next destination.
- Travel inbound on an OAL, or your first connecting flight is over 12 hours, you will need to show the gate agent your boarding pass to get THROUGH status.
- Arrive on a flight at the intermediate city but cannot be accommodated to your destination due to revenue demands and/or higher-priority standby passengers. You will then be transferred to the next eligible flight as a THROUGH passenger.
- Arrive in/out of the same intermediate city but different co-terminal. For example, you travel LHR-JFK and then depart later that same day LGA-ORD. You must provide the agent your inbound boarding pass to be added to the priority list as a THROUGH passenger from LGA-ORD.
- Arrive at the connecting city on a flight using a purchased revenue ticket, including AA20 or Employee Discount Mileage Award ticket, then continue the trip as a non-rev. You will be considered a THROUGH passenger, provided you standby for the next flight on the same day to your final destination. The non-rev segments for connecting travel must be in a separate PNR.

- Employees, including Flight Crew members, traveling on Company business (e.g., A12 and connecting as a D2 or D1) will not be considered THROUGH customers if they continue their travel for pleasure.
- When connecting through international cities from an OAL you need to provide your boarding pass to the American agent to document you as a THROUGH passenger. This will inhibit specific departure taxes from being assessed (e.g., UK departure tax). If the THROUGH indicator does not appear on the standby list, you will automatically be charged the same taxes as an originating traveler.

### THROUGH-FLIGHT REMOVAL POLICY

If you are connecting as a non-rev traveler on a THROUGH flight using the same aircraft and same flight number (e.g., VVI-LPB-MIA), you may not be removed except to accommodate revenue customers or positive-space travelers using an A pass travel classification.

Removal from the flight will be accomplished in reverse boarding priority order as established by the original check-in time.

### CO-TERMINAL / MULTI-CITY AIRPORTS

Co-Terminals or Multi-City Airports serve the same area and are considered to be the same city for purposes of using one-way passes. Co-Terminal/Multi-City Airport Locations are:

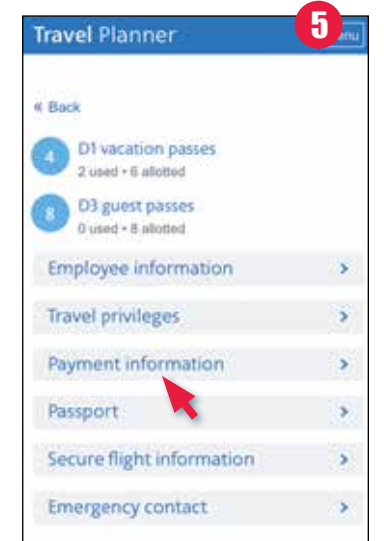
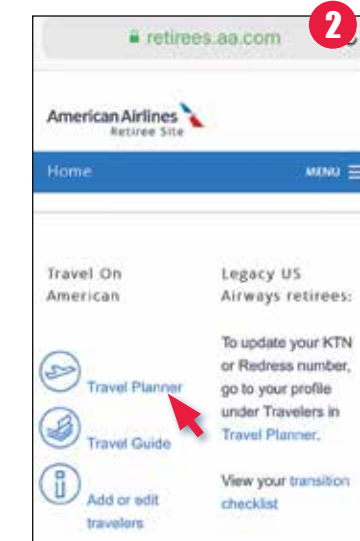
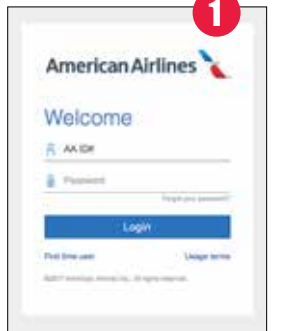
- BWI - DCA - IAD
- FLL - MIA
- OAK - SFO - SJC
- LAX - ONT - BUR - LGB - SNA
- EWR - HPN - JFK - LGA
- HOU - IAH
- DFW - DAL
- SLU - UVF
- HND - NRT
- LHR - LGW - STN

### NEW! HOW TO STORE A CREDIT CARD FOR NON-REV TRAVEL

Updated 10/17/18

You can now enter a credit card to be stored in your online account for future travel charges. To do this, sign in to the travel planner at [www.retirees.aa.com](http://www.retirees.aa.com)

1. Go to [www.retirees.aa.com](http://www.retirees.aa.com) and Login
2. Click on Travel Planner
3. Choose Travelers
4. Click on your name
5. Click on Payment Information
6. Click "Enter and Store a Credit Card"



### NEED ASSISTANCE?

We are now fully switched to electronic payment through the online **Travel Planner** for all charges. You can no longer pay for any travel charges by calling or by mail.

If you are unable to access **Travel Planner**, or if need help booking emergency A9 travel, AA20, or discounted mileage redemption tickets, you can still call the non-rev travel phone to speak to a live representative: **1-888-WE-FLY-AA (1-888-933-5922)**.

### NEW! ID90 TRAVEL WEBSITE

There is now an ID90 website (not associated with American Airlines): [www.ID90travel.com](http://www.ID90travel.com)

To establish an account, all you have to do is send them a photo of your **AA ID card**, however, I recommend calling them **FIRST** using the numbers below. Their friendly representative, Chloe, will take it from there. (Open 6am-12am, CT daily)

**Toll-Free: 877-298-5233 | Local: 817-767-4041 | Email: [customersupport@id90travel.com](mailto:customersupport@id90travel.com)**

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