



U·S AIRWAYS

Employee Travel Guide

July 20, 2012

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OVERVIEW

GENERAL INFORMATION

US Airways (the Company) provides a generous employee travel program with privileges available to eligible employees, family members, qualifying retirees, and guests. All employees and eligible pass riders receive unlimited space available travel on US Airways.

Through reciprocal agreements with other airlines, employees and retirees and eligible family members receive reduced rate interline travel on many domestic and international airlines. Interline travel agreements generally require a minimum length of service for eligibility and may have different family member eligibility policies. Additional information can be found at <http://wings.usairways.com/uswings/travel>.

Any violation of the provisions set forth in this Employee Travel Guide (Guide), or misconduct by an eligible pass rider may result in the employee receiving discipline, 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, fines, or other amounts at issue. If required to pay any amounts to the Company, the Company may choose to deduct the entire amount, or a portion of the amount due, from the employee's paycheck(s) in accordance with applicable law.

Please Note: The Employee Travel Guide is not considered a contract. The policies, guidelines, programs and privileges contained herein (or in any other US Airways publication or information source) may be reviewed and revised by the Company at any time, for any reason, and without prior notice. The Company also has the right to make final decisions as to the interpretation and application of all policies, guidelines, programs and privileges, and to deviate from these at any time.

The policies, guidelines, programs and privileges discussed in this Guide apply to all employees. Exceptions may apply to certain employee work groups represented by labor contracts as outlined in applicable collective bargaining agreements or other negotiated benefits than those described in this Guide. Employees are charged with the responsibility for reading and understanding the contents of this Guide. If you have any questions regarding anything addressed in this Guide, contact your manager or Employee Travel Services at Employee.Travel@usairways.com.

EMPLOYEE TRAVEL SERVICES

Employee Travel Services is the employee travel resource center for US Airways. The US Airways Employee Travel Services department is a part of the US Airways Human Resources Division.

Physical Address: US Airways – Employee Travel Services
111 W. Rio Salado Pkwy.
Tempe, AZ 85281

Lobby hours: Mon – Fri, 10:00am – 5:00pm (PDT Daylight Savings Time & MST the rest of the year)

Co-Mail Address: PHX-CHQ-ETS

E-mail Address: Employee.Travel@usairways.com

Phone: 800-872-4780, option 5

480-693-8717 Mon-Fri 6:30am – 5:00pm (PDT Daylight Savings Time & MST the rest of the year)

Fax: 480-693-8850

TRAVEL ELIGIBILITY

Employees are normally eligible for travel on US Airways usually within **15 days** after the employee's effective date of hire. Employees enroll or update their eligible pass riders online at www.eBenefitsUS.com (the same site used for annual benefits enrollment) and click on "Travel" on the navigation menu. Employees will need to provide required documentation to validate the dependent relationship before their dependents can be added to their travel profile. The complete list of required documentation is posted on www.eBenefitsUS.com. Once notification from www.eBenefitsUS.com is received stating documentation has been received and the dependent is *verified*, the dependent will normally load on the employee's travel profile within 72 business day hours.

If you are an employee working in an international city, you may not be able to log into www.eBenefitsUS.com. Please log into Wings and visit the Employee Travel Forms Page (http://wings.usairways.com/uswings/forms/employee_travel_forms.) to find the *Application for Travel Privileges* to process your information manually through the Employee Travel Office. This form is for international employees *only*.

Other airline (OAL) travel is available to employees and their eligible pass riders after a designated waiting period, specified by each individual carrier. Additional details can be referenced at <http://wings.usairways.com/uswings/travel>.

NOTE: If the employee becomes ineligible for travel, all eligible pass riders and outstanding passes are ineligible for travel.

FAMILY MEMBERS

US Airways allows an employee's spouse, domestic partner, or registered guest, dependent children, parents or parents-in-law to receive travel privileges.

QUALIFYING SPOUSE

A qualifying spouse is defined as a person who is currently and legally married to the US Airways employee as recognized by the Internal Revenue Service (IRS).

DOMESTIC PARTNER

An unmarried US Airways employee who is living in a committed intimate relationship, who meets certain requirements and can provide the proper documentation, is eligible to designate a domestic partner for the purpose of employee travel privileges. Domestic partners are considered the equivalent to a spouse on all US/OAL ZED agreements. All travel on US Airways and US Airways Express incurs taxable travel reported as imputed income. For more information regarding taxable income, please refer to **TAXABLE TRAVEL/IMPUTED INCOME** section.

A completed Affidavit of Domestic Partnership form and all required documentation must be submitted to the Benefits department for approval. More information may be found on http://wings.usairways.com/uswings/forms/benefits_forms.

REGISTERED GUEST

An unmarried active employee without a domestic partner may elect to designate an adult age 18 or over as a registered guest for the purpose of pass travel privileges. All travel on US Airways and US Airways Express incurs taxable travel reported as imputed income.

The employee may remove the registered guest from his/her pass travel privileges at any time. However, new enrollments may only be made once every 365 days since the date of the previous registered guest enrollment. Note that nearly all OALs do not offer discounted pass travel to registered guests. For more information regarding taxable income, please refer to **TAXABLE TRAVEL/IMPUTED INCOME** section.

DEPENDENTS

Dependents for purposes of travel are children (or stepchildren) age 23 or younger meeting one of the following eligibility criteria:

- The biological child of an employee.
- The legally adopted child or foster child of an employee.
- The legal stepchild of an employee. “Ex” stepchildren do not qualify for travel privileges unless legal adoption has taken place and proper documentation is provided.
- The employee is the child’s court–appointed legal guardian. Documentation must be updated each year. Privileges for a child under guardianship eligibility may cease at the age of 18 when he or she legally becomes an adult.
- The biological or adopted child of a domestic partner. All travel on US Airways and US Airways Express incurs taxable travel reported as imputed income. For more information regarding taxable income, please refer to **TAXABLE TRAVEL/IMPUTED INCOME** section.
- The child is any age and is permanently and totally disabled (see **SPECIAL NEEDS** section).

DISABLED OR SPECIAL NEEDS DEPENDENTS

Dependents with a disability or who meet special needs requirements, age 24 or older, may be eligible for travel privileges. Documentation verifying the dependent’s disabled or special needs status must be submitted to www.eBenefitsUS.com.

PARENTS

Parents are defined as a mother, father, or step–parent. In the case of a parent’s divorce and re–marriage, only one set of parents will be accepted for travel privileges, but may be rotated on an annual basis (once every 365 days since last parent enrollment change). For example, an employee may elect to have their father and step–mother on their travel profile this year and then in 365 days may replace his/her step–mother with his/her natural mother on his/her travel profile. A step–parent is only eligible if currently legally married to a living natural parent of the employee. Parent travel is subject to a service charge fee in addition to applicable segment taxes and fees.

Reference: <http://wings.usairways.com/uswings/travel/Parent%20Service%20Charge%20Fees%207-2-10.pdf> for current fees. Fees are waived when eligible parents accompany the employee and are booked as a SA1P boarding priority.

PARENTS–IN–LAW

The employee may choose one or both of the parents of the employee’s spouse or Domestic Partner for pass travel privileges if one or both of the employee’s parents are deceased. Parents–in–law will pay the same fare as a Guest Pass traveler; however, they will not need to use a Guest Pass in order to travel. In–laws are not included in OAL interline agreements for “Parent” travel.

REVOKING FAMILY MEMBER’S PASS TRAVEL PRIVILEGES

To remove any family member at any time, the employee should log on to www.eBenefitsUS.com to disable that family member’s travel privileges.

If the employee wishes to reinstate the revoked privileges of an eligible family member at a later date the employee should log on to www.eBenefitsUS.com to re–enroll the family member. An employee may withhold or discontinue the travel privileges of any otherwise eligible family member. A waiting period for reinstatement may apply.

TAXABLE TRAVEL/IMPUTED INCOME

In some instances, travel privilege eligibility is governed by I.R.S. regulations. For current information on I.R.S. regulations, go to www.irs.gov.

Spouses, dependent children and dependents fly fee–waived.

Travel is taxable for: domestic partners, domestic partner's children, and registered guests. Employees will pay taxes on imputed income of the calculated trip value as regulated by I.R.S. tax requirements.

Each travel segment flown by a pass rider for whom travel is taxable, will incur a trip value equal to 10% of the lowest unrestricted fare.

Example:

The lowest unrestricted fare from PHL to PHX is \$974. 10% of that fare is \$97.40. \$97.40 is added as earned income on the employee's paycheck. In this example, the employee's total tax rate including federal, state and FICA is 35%. The total additional taxes collected from that paycheck for that one segment of travel would come to \$34.09

Keep in mind that the amount shown on your paycheck for the Domestic Partner or Registered Guest Program is the amount of added income that is being added to your paycheck, and then that amount is taxed. The amount showing on your paycheck is not the amount actually deducted from your paycheck.

Employees should contact their tax advisor accountant for additional information.

RESPONSIBILITY FOR THE PRIVILEGE

Travel is one of the greatest privileges that are included with employment at US Airways. Eligible pass riders have the opportunity to travel to many wonderful destinations. Employees should take advantage of and enjoy this privilege.

With travel privileges, comes the individual responsibility to act with integrity. Employees and/or eligible pass riders must act in accordance with the following:

- Employees must communicate pass travel policies and procedures to anyone utilizing their travel privileges. Employees will be held accountable for the actions of any individual flying on the employee's pass travel privileges, including violations of policies and guidelines outlined in the HR Employee Handbook, such as the E–mail, Internet, and Social Media Acceptable Use Policy.
- Eligible pass riders must follow instructions given by employees on duty while in the airport or in–flight. Eligible pass riders must be alert to the needs of revenue customers. Eligible pass riders must not discuss employee travel privileges while traveling or make any statements that they are traveling for free or at a discount.
- Eligible pass riders must not ask for or receive special favors; i.e., upgrades to First Class/Envoy, free or discounted products, meals and/or drinks, etc. If a pass rider is asked to deplane, he or she must do so immediately and without complaint or comment.
- Eligible pass riders **are prohibited** from using travel in connection with business activity for self–employment or for a firm other than US Airways.
- Eligible pass riders who have purchased a revenue ticket for a flight are not allowed to also list as a standby passenger on that flight or any other flights with that same routing on that same calendar day.
- Passes and reduced fare tickets are rendered void and are not valid for travel if the employee leaves the Company (other than retirement travel) or if the employee's travel privileges are suspended. Employees who have been suspended from employment may not use their pass travel privileges, including the purchase of Employee Discount (ED20) tickets.



- Employees **are prohibited** from ticketing interline tickets (ID90/75, service charge, or ZED), guest pass tickets (except thru Travel US), or ED20 revenue tickets for themselves, family, or friends.
- Eligible pass riders may list for space available travel and check in on only one flight at a time. Flights should not be booked <60 minutes of scheduled domestic departures or <90 minutes of scheduled international departures.
- When traveling, pass riders must not disrupt the gate agent and should wait patiently for standbys to be called. Once all revenue passengers have been processed, agents will make an announcement for standby passengers who have been cleared for a seat.
- Reduced-rate travel privileges on other airlines are negotiated agreements between each individual carrier and US Airways. Travelers must not approach another airline to inquire about additional discounts or special favors.
- Free or reduced-rate passes or privileges (including passes won at company events, Guest Passes or registered guest status) **may not** be sold, exchanged, or transferred for money, goods, or services. Any attempt to do so will render the pass void. Interline prize passes won through US Airways may only be transferred to another US Airways employee with the approval of Employee Travel Services.
- Falsifying or manipulating travel records is prohibited; examples of such conduct include falsifying seniority dates or boarding priorities, creating fake PNRs, booking/ticketing non-revenue travel for an ineligible traveler, waiving applicable fees/taxes, applying unauthorized fares or using more Guest Passes or vacation passes than allotted are strictly prohibited.
- Eligible pass riders must not accept denied boarding compensation and/or re-accommodation. An employee may be required to repay any compensation and/or the value of the re-accommodation provided to an eligible pass rider. That compensation and/or the value of re-accommodation paid to an employee or other eligible pass rider may be deducted from an employee's paycheck(s) in accordance with applicable law.
- If traveling internationally, eligible pass riders must meet all documentation requirements. The employee may be responsible for any fines incurred as a result of customs/immigration violations.
- Travelers **should always** list in the class of service (Coach or First Class/Envoy) in which they intend to fly.
- Guest and vacation passes must be booked exclusively through Travel US.
- Travelers must adhere to all US Airways, FAA, and TSA security and safety rules and regulations, including the transportation of prohibited travel items (see the **BAGGAGE** section for more details). Pass riders must not misuse or abuse company badge or security access privileges or violate any rules and/or policies.
- Eligible pass riders must understand that travel privileges made available by an employee are non-revenue and boarded on a space available, stand-by basis. It is possible that seats may not be available at the time(s) travel is planned. If a pass rider decides to purchase a ticket for a confirmed seat, the pass rider should not expect to be reimbursed for the cost of that ticket or any incidental expenses. Any expenses such as the cost of a revenue ticket, lodging, or meals are the responsibility of the pass rider. The pass rider will not be reimbursed for such costs and may not bring a claim for such reimbursement. If a claim is brought and paid inadvertently or otherwise, the employee will be held responsible by the Company for any amounts paid by the Company.

LEISURE TRAVEL

BOARDING PRIORITIES

The following describes the space available boarding priorities. A detailed boarding priority chart can be found on the Direct Reference System (DRS).

Priorities	Eligible Persons	Boarding Method
SA1P	<ul style="list-style-type: none"> Personal travel for active/retired employees (mainline or wholly-owned subsidiaries) and their accompanying eligible family members traveling on a Vacation pass (SA1P pass) electronically credited in travel profile. This does not include guest pass travelers or family members traveling with working crew members or with employees flying PS2B for company business. Pre-approved business travel for Union officials. 	Boarding by date of hire (year/month/day), then check-in time
SA2P	<ul style="list-style-type: none"> Emergency travel for retired employees. 	Boarding by check-in time.
SA3P	<ul style="list-style-type: none"> Personal travel for active employees (mainline or wholly-owned subsidiaries) and their accompanying eligible family members and/or Guest Pass riders. This includes eligible family/guest pass travelers accompanying working crew members or employees flying PS2B for company business. 	Boarding by date of hire (year/month/day), then check-in time
SA4P	<ul style="list-style-type: none"> Personal travel for retired employees and their accompanying eligible family members and/or Guest Pass riders. Unaccompanied eligible family members (spouse, domestic partner dependents, registered guest, parents) of active mainline or wholly owned subsidiary employees. Employees on leave/furlough. Survivors under the survivor travel program. 	Boarding by date of hire (year/month/day), then check-in time
SA5P	<ul style="list-style-type: none"> Unaccompanied family members of retired employees. US Express non-wholly owned active or retired employees flying on a US mainline flight.* Unaccompanied family members of employees on leave/furlough. 	Boarding by date of hire (year/month/day), then check-in time
SA6P	<ul style="list-style-type: none"> Unaccompanied family members of non-wholly owned US Express active or retired employees. 	Boarding by date of hire (year/month/day), then check-in time
SA6O	<ul style="list-style-type: none"> Authorized OAL employees flying for company business. 	Boarding by time of check in.
SA7P	<ul style="list-style-type: none"> Unaccompanied Guest Pass travelers of mainline and Express (wholly owned and non-wholly owned) employees and retirees. 	Boarding by time of check in.

Priorities	Eligible Persons	Boarding Method
SA8P	<ul style="list-style-type: none"> Star Alliance carrier employees and eligible pass travelers flying non–revenue/space available on an interline agreement. 	Boarding by time of check in.
SA9P	<ul style="list-style-type: none"> Applicants, interviewees, and new hires of US Express non–wholly owned subsidiaries. OAL employees and their eligible family members flying on an interline agreement (including vendor employees supporting US in Caribbean and Latin America Regions). 	Boarding by time of check in.

NON WHOLLY OWNED EXPRESS BOARDING PRIORITY EXCEPTION

*Non wholly owned Express employees and accompanying family members traveling on their own company–operated aircraft will be boarded first (before SA1P), prior to any mainline or other Express employee and family, regardless of boarding priority level (i.e., a Republic employee traveling on a Republic–operated aircraft will be boarded before any US Airways mainline or any other Express company employees) with the exception of thru flights at an intermediate stop. Refer to the **THROUGH (THRU) FLIGHTS** section for more information.

BOARDING PRIORITY PROCEDURES

Travelers in boarding priority categories SA1P, SA3P, SA4P, SA5P, and SA6P will be listed with the employee’s date of hire appended to the priority (example. SA3P900204) and will be boarded in order by date of hire, then by time of check–in if multiple pass travelers have the same date of hire and boarding priority. Travelers in boarding priority categories SA2P, SA6O, SA7P, SA8P, and SA9P will be listed with the default date of 001231 appended to the priority (e.g., SA7P001231) and will be boarded first–come, first–served by time of check–in.

JUMPSEAT–ELIGIBLE PERSONNEL

A jumpseat–eligible employee who is flying non–revenue with his/her family may elect to take the jumpseat in order to accommodate the whole party when there aren’t enough seats for everyone. When this happens, the family does not lose their SA3P or SA1P boarding priority status when the employee becomes a jumpseat passenger. Other questions regarding jumpseat rules and regulations should be directed to Inflight Services (flight attendants) or Flight Operations (pilots).

THROUGH (THRU) FLIGHTS

A non–revenue passenger flying space available on a thru flight (a flight with an intermittent stop, but without a change in flight number) will maintain a higher boarding priority than other space available through pass travelers at the intermittent stop. Thru flight pass travelers flying space available should understand that they could be bumped at the intermittent stop due to a full flight or weight restrictions.

If there is more than one “thru flight” space available traveler and not enough seats to accommodate all thru flight space available travelers, then the “thru flight” space available traveler with the highest boarding priority/seniority will be boarded first.

NOTE: A thru flight pass traveler is anyone traveling on the employee’s travel privileges including eligible family members, domestic partners, registered guests and guest pass travelers and other airline pass travelers.

VACATION PASSES (SA1P)

Employees and accompanying eligible family members may elect to book a higher boarding priority of "SA1P." Employees are allotted six one-way passes annually (retirees receive four one-ways annually). Eligible family members must be traveling with the employee or retiree to receive the SA1P boarding priority. Guest pass travelers may not travel at the SA1P boarding priority, even when accompanied by the employee. The highest priority the guest will receive is SA3P (SA4P for a guest of a retiree), and only when the employee is accompanying the guest pass traveler.

An electronic deposit of the allotted vacation passes will be credited to employee's/retiree's travel profile annually. Each pass is valid for a one way itinerary for the employee and any or all eligible family members listed in the employee's travel profile.

Parents' service charge fees will be waived when accompanying the employee on the vacation pass. If parent is divided from the original SA1P PNR and not traveling with the employee, the fee is no longer waived. Eligible parents-in-law may travel with the SA1P boarding priority when accompanied by the employee but will be required to pay the appropriate parent-in-law fare. Employees and family members traveling SA1P internationally will be required to pay the appropriate international fees and taxes.

SA1Ps are managed on-line through Travel US. Ticketed SA1Ps can only be canceled and/or refunded online in order to have the pass re-deposited for future use. It is the employee's responsibility to manage travel booked as SA1P to minimize the chances of "losing" passes.

The employee and eligible family members must be listed and fly on the same record locator in order to receive the SA1P boarding priority. Thru Travel US, employees can now cancel and re-book itineraries online to ensure all eligible family members traveling are listed in a single reservation.

For SA1s booked for travel internationally, if the applicable international taxes are not paid, the record locator will drop out of the system completely when the current date passes the outbound date on the itinerary. This locator will be untraceable if that happens, so it is important to e-ticket (by paying the international taxes) all international non-revenue records and to keep the travel dates in the itinerary active by placing another future date in that record. As long as the date is current, the record will stay in the system and will not be lost for future use.

SPLITTING

In situations where the entire family cannot be all cleared due to a full flight, it is acceptable to clear as many eligible family members as possible, retaining the applicable SA1P, SA3P, SA4P, or SA5P boarding priority as long as the employee (along with the other eligible family members) stays behind to standby for a later flight. Eligible family members cleared a seat only retain the applicable SA1P, SA3P, SA4P, or SA5P boarding priority on that flight. When making a connection (with the exception of direct flights), the boarding priority should be changed to the applicable travel dependent boarding priority (applicable SA4P, SA5P, or SA6P) at the connection city.

In a similar situation when an employee is listed as SA1P but is accompanied by a guest pass rider listed as SA3P, the guest pass rider would only be cleared a seat if no other SA1Ps were on the standby list or other SA3Ps with higher dates of hire.

GUEST PASS PROGRAM

The Guest Pass Program allows for additional space available travel privileges for employees. Employees may give guest passes to family members or friends who do not otherwise qualify for travel privileges.

The guest will pay a significantly reduced fare for each segment of travel based on origin to destination following published routings. To check guest pass fares, logon to Travel US and price the guest pass. Applicable segment and security fees and international taxes/fees will apply in addition to the guest pass fares.

All eligible employees receive guest passes annually. Active employees will receive 16 one-way guest passes annually. Retirees will receive 8 one-way guest passes annually. The passes will be distributed electronically via Travel US.

The employee must issue guest passes via Travel US only. Guest passes can be used for one-way travel on US Airways Mainline, Shuttle, or Express flights. Guest passes are not valid on code share partners. The guest pass will not be booked until ticketed and paid for online.

CONDITIONS OF USE

- It is the employee's responsibility to monitor his/her guest pass allotments. Using more than the allotted number of passes is strictly prohibited and could result in the employee being required to pay the full fare of any flight used for a pass that was not allotted.
- When accompanied by the employee, the guest pass traveler will be boarded at the employee's boarding priority (active employees SA3P/retired employees SA4P) and date of hire.
- When unaccompanied by the employee, the guest will be boarded at SA7P and boarded on a first-come, first-served basis upon check-in time.
- Guests may purchase First Class/Envoy upgrades at the applicable fees. For a list of current fees, go to <http://wings.usairways.com/uswings/travel>.
- Refunds are available for wholly or partially unused guest pass tickets. Only guest passes that were created, ticketed, cancelled and refunded through Travel US will be re-deposited to the employee's on-line bank (reference **REFUNDS** section). Guest pass tickets are eligible for refunds if requested within one year of the original date of issue.
- Once e-ticketed, passengers' names cannot be changed.
- Itineraries can only be paid for and ticketed on-line through Travel US.
- Infants traveling with guest pass passengers are required to be ticketed for all international travel. For infants that will be traveling as lap-children and not occupying a seat, only international taxes and fees will be collected on the ticket. If a guest pass passenger would like a seat for an infant on a domestic or international flight, the infant must be listed and ticketed as a regular guest pass passenger and pay the appropriate Guest Pass fare and taxes the same as adult guest pass passengers.
- Acceptable forms of payment for guest passes on Travel US are all major personal credit and debit cards (Visa, MasterCard, American Express, and Discover).
- Employees who leave the company and are rehired within thirty days or during a furlough/severance period will retain their original guest pass allotment.
- For any routings which do not follow published US Airways pricing schedules, a point-to-point fare structure will be applied. Example: If the guest pass routing is Houston to Phoenix to Austin, the guest pass fare applied would be the fare from Houston to Phoenix, plus the fare for Phoenix to Austin. Only one stopover is permitted in each direction in one of the following US Airways cities (PHX, CLT, PHL, PIT, LAS, or DCA).
- Travelers **should always** list in the class of service (Coach or First Class/Envoy) in which they intend to fly with upgrades in hand before arriving at the gate.
- Once issued, a passenger may voluntarily change their itinerary and the e-ticket may be reissued to exchange unused portions. Residual value will be refunded on an exchange. If the reissue results in longer routing, an additional fare may apply.

- To make changes to an existing itinerary from a 2011 pass issued prior to the release of Travel US, the employee or guest may call the ETL at 800-325-9999, option # 2, and speak to a Reservations agent.
- Employees are responsible for advising guest pass travelers of all the rules and restrictions associated with standby travel and that the guest pass traveler must abide by all rules set forth in this guide. The employee will be held responsible for the conduct of guest pass travelers.

LISTING FOR TRAVEL

TRAVEL US

US Airways travel website is called Travel US. After logging in, the profile page includes a list of all pass riders eligible for travel on your privileges and must be kept current. It is the employee's responsibility to ensure that his or her Travel US profile is correct and up-to-date.

EMPLOYEE TRAVEL LINE (ETL)

The ETL is an automated phone line for listing for space available travel on US Airways. The ETL should be used by employees and eligible family members as a "back-up" to Travel US if the employee does not have access to a computer. The number for the ETL is 1-800-325-9999.

For instructions on calling the ETL outside of the country:

http://wings.usairways.com/uswings/travel/ATT_UsersGuide1.pdf.

All travelers must be listed prior to check-in. Travelers may list by:

- logging in to Travel US through Wings.
- calling the automated Employee Travel Line (ETL) at 800-325-9999, option 1 and follow the prompts.
- calling the ETL at 800-325-9999, option 2 to speak with a reservations agent. This should be a final option only.

CHECKING IN AND TRAVELING

All non-revenue/space available pass travel is electronically ticketed (e-ticketed). For those travelers who incur a fee for travel, (parents, parents-in-law, guest passes, and international travel) the fee must be paid before an e-ticket will be created. For those travelers with fee waived travel, e-tickets will be created automatically by Travel US or the ETL. Listings must be e-ticketed before the traveler will be able to check in online. If a lap child will be traveling, please let the Ticket Agent know upon check in at the Ticket Counter.

Once the pass traveler is listed and e-ticketed, online Web check-in is available for domestic itineraries only, no less than 60 minutes and up to 24 hours prior to departure. Web check-in is available as a link on the home page of <http://wings.usairways.com>. The traveler will be required to enter the confirmation number of the listing, the employee's badge number, and the departure city. The traveler may print a boarding pass, allowing the traveler to proceed through the security checkpoint and directly to the gate, provided there is no baggage to check.

Travelers checking baggage may still check-in on the web in order to secure an early check-in time, but then should proceed to a kiosk or ticket counter agent to check their baggage. See the **BAGGAGE** section for information about bag fees.

Travelers without access to the internet, or those traveling internationally may check-in at the airport (either at a kiosk or with a ticket counter agent) up to four hours prior to departure.

ACCEPTABLE FORMS OF PAYMENT

- Acceptable forms of payment for baggage and other fees at a US Airways Ticket Counter are all major credit cards (Visa, MasterCard, American Express, Discover, and Diner's Club), personal checks, money orders, cashier's checks, cash and debit cards.
- Acceptable forms of payment on Travel US are all major credit cards (Visa, MasterCard, American Express, Discover, Diner's Club).

BAGGAGE

All baggage fees are non-refundable. Baggage fees include first bag, second bag and excess baggage fees with the exception of the following:

Eligible Persons	Do Baggage Fees Apply?
SA1P*	1st & 2nd checked bag exempt
SA2P*	1st & 2nd checked bag exempt
SA3P*	1st & 2nd checked bag exempt
SA4P*	1st & 2nd checked bag exempt
SA5P*	1st & 2nd checked bag exempt
SA6P*	1st checked bag exempt
SA6O*	1st checked bag exempt
SA7P*	No exempt bags
SA8P*	1st checked bag exempt
SA9P*	1st checked bag exempt
DH2B, PC2B, PS2B, PS3B PS3Y**	Checked bags exempt
Employees and eligible pass travelers flying on an ED20 purchased ticket	1st & 2nd checked bag exempt

* Please refer to Space Available Boarding Priority Chart definition of eligible persons.

** Please refer to Positive Space Boarding Priority Chart for definition of eligible persons.

Baggage fees are subject to change at any time per Company review. Non-revenue travelers may not intentionally send or ticket unaccompanied checked items.

NON-REV CHECKED BAGS POLICY

US Airways increased bag fees for revenue customers traveling with oversize and overweight bags. Effective June 1, 2011 employees and eligible travel dependents will still be able to check their first and second bags free of charge when non-revving. However, if these bags exceed 50 pounds and/or are oversized or checking three bags or more (per passenger), the employee and eligible travel dependents will be charged according to the chart below. Baggage fees are subject to change at any time per Company review.

Guest pass travelers will continue to pay checked bags fees with the first bag and any oversize/overweight fees apply as well.

Non-revenue travelers may not intentionally send unaccompanied checked items.

Non-Rev Checked Bag Fees – Effective: June 1, 2011
U.S., Canada, Latin America, and the Caribbean (does not include Brazil)

Bag Type	Checked Bag Fee*
3 rd	\$125
4 th – 9 th	\$200
Overweight (51 – 70 lbs)	\$90
Overweight (71+ lbs)	\$175
Oversize	\$175
Sports Equipment**	\$200

Europe and Tel Aviv

Bag Type	Checked Bag Fee*
3 rd	\$125
4 th – 9 th	\$200
Overweight (51 – 70 lbs)	\$90
Overweight (71+ lbs)	\$175
Oversize	\$175
Sports Equipment**	\$200

Brazil

Bag Type	Checked Bag Fee*
3 rd	\$85
4 th – 9 th	\$85
Overweight (51 – 70 lbs)	No Charge
Overweight (71+ lbs)	\$85
Oversize	\$85
Sports Equipment**	\$85

*All prices in USD

****Sports Equipment:**

- \$200 Mandatory Items include:
 - Antlers
 - Bike
 - Bikes are charged \$200 per bike UNLESS they can be packed under 50 lbs and 62 combined inches (H+W+L). If that is the case then only standard baggage fees apply.
 - Canoe
 - Kayak
 - Scuba
 - \$200 charge only applies to Scuba equipment checked with the scuba tank.
 - Surfboard
 - Windsurfing
- Two pieces for the price of standard bag fee include:
 - Archery
 - Baseball
 - Boogie board
 - Bowling
 - Fishing
 - Hockey
 - Lacrosse
 - Ski/Snowboard
 - Wakeboard
 - Water Ski
 - The additional free item should only carry pieces that are part of the sporting equipment bundle. Example: Fishing equipment comes in two bags that can contain two rods, a reel, landing net, a pair of waders, and a tackle box. Non-related items that are packed with the sporting equipment are subject for additional baggage fees.
- One piece for the price of one standard checked bag fee:
 - Fencing
 - Golf
 - Paintball
 - Parachute
 - Tennis
 - Vaulting Poles

PROHIBITED ITEMS

Go to <http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm#11> for complete information on the TSA Prohibited Items List.

NOTE: It is every traveler's responsibility to be aware of what travel items are prohibited and any special restrictions to transport.

MISHANDLED/DAMAGED BAGS

All delayed baggage shall be traced for Eligible Pass Riders; however, Eligible Pass Riders will not be compensated for any baggage claims to have their luggage delivered, replaced, repaired, or have interim expenses paid. Eligible Pass Riders cannot make claims against US Airways for expenses incurred in connection with lost baggage. If such a claim is made and paid, the employee will be responsible for reimbursing the Company for the amount of the payment. Such payment may be deducted from the employee's paycheck(s) in accordance with applicable law. Employees traveling PS2B, PS3B, PS3Y, or DH2B on company business travel will be compensated for any baggage claims to have their luggage delivered, replaced, repaired, or have interim expenses paid. ED20 ticketed passengers' baggage is covered under the baggage liability policy which may cover lost/damaged items. For more information: <http://www.usairways.com>

INTERLINE BAGGAGE

When traveling as a non-revenue customer between carriers, checked baggage **will not** be through-checked from one carrier to the next. US Airways Interline Pass Travel Agreements do not include interline baggage as part of the reduced rate transportation agreement.

Bags can only be checked on connecting itineraries when traveling on one carrier. If connecting to another airline, bags must be claimed at your transfer point and checked locally with your continuing airline. All baggage acceptance rules and fees are at the discretion of the transporting airline. Please inquire with that carrier prior to travel regarding the carrier's baggage fees and policies regarding non-revenue customer checked baggage. Unless specifically permitted by the Interline Pass Travel Agreement, Eligible Pass Riders cannot make claims against US Airways or other airlines for expenses incurred in connection with lost baggage on other airlines. If such a claim is made and paid, the employee will be responsible for reimbursing the Company and/or other airline for the amount of the payment. Such payment may be deducted from the employee's paycheck(s) in accordance with applicable law.

CABIN PETS

Cabin pets will not be accepted on flights destined for Hawaii or Europe. For other locations outside the U.S., restrictions apply, including but not limited to import permits, rabies vaccination certificates and approved microchips. The ETL (1-800-325-9999, option 2) can assist with information about requirements to specific destinations.

All pass travelers (including US and OAL pass travelers) will not be charged a fee for carry-on pets. These pets are subject to the same conditions of acceptance and requirements for carriage as revenue cabin pets.

As of May 4, 2011, Reservations will no longer make listings for cabin pets; the listing can be made at the Ticket Counter no earlier than four hours of a flight's scheduled departure.

Due to space restrictions and cabin pet limits per cabin, non-revenue pets will travel standby. The ETL can assist with information on size limitations for each aircraft, as well as the number of pets who are listed for a flight.

Cabin pets cannot be listed on line thru Travel US.

UNACCOMPANIED MINORS

Unaccompanied minors (UM) may fly non-revenue on domestic segments within the US. The UM escort service fee is not assessed to non-revenue/space available pass travelers, but a UM traveling on a Guest Pass is subject to normal checked baggage fees assessed to Guest Pass travelers.

Unescorted children under the age of 5 years may not travel. Children ages 5–14 may travel unaccompanied on non-stop flights only. A responsible individual age 15 or older must accompany the child in order to travel on a connecting flight or a flight with a stop.

Please note: The parent or responsible adult (age 18 or over) accompanying the child to the airport must complete a form at a full-service ticket counter prior to check-in. This will include all identifying information regarding the responsible adult picking up the child at the destination. The adult escort must remain with the UM until the UM has boarded for departure. US Airways cannot take responsibility for non-revenue/space available UMs.

Children ages 15 years and older may travel unaccompanied on connecting or direct flights, as well as non-stop flights, provided they understand and follow pass travel guidelines. US Airways cannot accept responsibility for children ages 15 years and older not accompanied by a parent or responsible adult.

INTERNATIONAL TRAVEL FOR UMS

UMs will not be accepted to/from international cities if traveling as a non-revenue passenger.

FIRST CLASS UPGRADES

Space available upgrades when traveling non-revenue/space available can be purchased by employees and their eligible pass riders (age 12 and older; children age 11 and under may not ride in first class; including infants) at any US Airways Ticket Counter based on a surcharge schedule. Go to: http://wings.usairways.com/uswings/travel/First_Envoy%20Class%20Upgrades_1-1-2012.pdf.

Travelers **should always** list in the class of service (Coach or First Class/Envoy) in which they intend to fly. Gate procedures dictate that non-revenue passengers are cleared in the order of boarding priority on the standby list. Non-revs listed in First Class or Envoy can be cleared a Coach seat if First Class or Envoy is not available, but non-revenue passengers listed in Coach cannot be cleared in First Class or Envoy until non-revenue passengers already listed for First Class or Envoy have been seated, his/her attire meets the dress code for First Class/Envoy, **and** they have purchased an upgrade. Gate agents should not be asked or expected to clear non-revs to First Class or Envoy if the criteria described above is not met.

First Class upgrades may not be purchased by OAL employees flying non-revenue, space available. Domestic First Class upgrades are non-refundable. International First Class/Envoy upgrades are only refundable one year from the original issue date. Upgrades issued on or after January 1, 2007, will be accepted, but only if the coupon(s) is legible. Any eligible family member and/or guest pass traveler can use the upgrade. The upgrade does not need to be issued in the traveler's name.

INTERNATIONAL TRAVEL

Employees will be required to pay applicable taxes and fees on international travel. Employees should book international travel through Travel US. Infants traveling with an employee or eligible dependent traveler that are not occupying a seat are required to be ticketed for all international travel and pay the appropriate international taxes and fees, no base fare is applicable.

When traveling to foreign countries, it is the responsibility of non–revenue passengers to obtain required documentation, i.e., visa or passport. In some instances, visas may be required for through flights which stop in foreign countries, even if that country is not the final destination. Pass travelers should also be prepared to pay local government departure taxes. Any fines which US Airways may incur for employees and/or their eligible pass riders arriving in an international destination without proper documentation may be assessed to the employee.

OTHER AIRLINE (OAL) DISCOUNTED INTERLINE AGREEMENTS

US Airways has reciprocal space available travel agreements with OALs for reduced rate travel for active and retired employees of mainline and wholly owned subsidiaries and their eligible family members. Certain agreements are applicable to domestic partners, registered guests, parents, and affiliate US Airways Express employees. In–laws are not included in OAL interline agreements for “Parent” travel. Employees may not contact OALs directly to request passes or interline agreements. US Airways Express employees should contact their own employee travel department for information regarding interline agreements. Pass Travel on other airlines is always subject to transporting carrier’s operational needs, restrictions, and revenue demand (including cargo). Unflown space available interline passes/tickets can be refunded within one year from the original date of issue.

A list of all carriers and the terms and conditions of each agreement can be referenced at <http://wings.usairways.com/uswings/travel> and in the DRS system in QIK. For questions about interline agreement travel or to quote an interline agreement fare, contact Employee.Travel@USAirways.com.

There are three types of interline agreements negotiated between US Airways and OALs:

- Zonal Employee Discount (ZED) agreements determine the cost of a ticket by mileage bands around the world and fare levels bilaterally negotiated between the two carriers. ZED tickets are priced point to point and are interchangeable among participating carriers in the same ZED level (ZL, ZM, ZH) for the same mileage bands. The majority of our interline agreements are ZED fare agreements.
- Service charge agreements which are priced at a flat service charge fee per direction.
- Percentage discount agreements such as Interline Discount of 90% (ID90) or Interline Discount of 75% (ID75), which means 90% or 75% off the unrestricted coach fares in the market flown.

To travel on an interline agreement:

1. Determine which OAL carriers and routings are available via the OAL’s website.
2. Carefully review the requirements and restrictions of the interline agreement (i.e., passenger eligibility, etc.) on <http://wings.usairways.com/uswings/travel>.
3. Review the OAL’s code of conduct and dress code requirements. Always abide by the OAL’s policies and/or US Airways policies, whichever is more stringent. Be aware that OAL’s dress codes vary significantly.
4. Purchase a ZED/interline ticket at any US Airways ATO. Travel is not ticketed until it is paid for. Do not contact US Airways Reservations. OAL Interline Tickets are valid for 90 days, but can be reissued for future travel up to one year from the original date of issue. Tickets are eligible for refund if requested within one year of the original date of issue.
5. List for travel by contacting the OAL’s reservations line at least 24 hours before departure for domestic travel and 72 hours in advance for international travel. Make every effort to call in off–peak hours and ensure that you clearly identify yourself as a US Airways employee traveling on an interline ZED pass. Some OAL carriers now require listing on–line. The links for these sites are posted at http://wings.usairways.com/uswings/travel/interline_zed along with any user names or passwords that might be required.

If the interline agreement specifies an annual limit on the number of passes exchanged, tickets must be issued by Employee Travel Services with an advance notice of at least 14 business days.

Offline regional carriers sharing the two letter code with major carriers are not always included in the major carrier's reciprocal interline agreement. In these cases, the regional or commuter carriers must have separate interline agreements with US Airways.

Interline pass travelers, including the employee and/or their eligible pass travelers, are responsible for understanding the provisions of the interline agreement as well as any of the carrier's travel requirements. Employees may be responsible for revenue charges which occur as a result of noncompliance with the provisions of the agreements.

If there is not a US Airways ticket counter in your city, you may order interline agreement tickets by sending a travel request by email or US Mail along with a contact phone number where we can reach you for payment with a credit card or send a check payable to US Airways:

Employee Travel Services
PHX-CHQ-ETS
US Airways
111 W. Rio Salado Pkwy.
Tempe, AZ 85281

Employee.Travel@usairways.com

Please also enclose a self-addressed, stamped envelope for the return of your tickets.

NOTE: Employee Travel Services cannot honor ticket travel requests within 14 days of a scheduled departure

ZONAL EMPLOYEE DISCOUNT (ZED)

In addition to the information above, the following applies to ZED pass travel.

ZED Fares are determined per segment. All ZED travel is space available. If the routing you select is a direct flight, meaning it makes a stop but you are continuing on, you must get a flight coupon for each segment. For example, you are purchasing a ticket to travel on Lufthansa (LH) from Frankfurt (FRA) to Cape Town (CPT). The flight makes a stop in Johannesburg (JNB). You will need to purchase a ticket with flight coupons reading FRA/JNB and JNB/CPT. Mileage of each coupon will determine what the fare is for each coupon.

Agreements between carriers sometimes vary. One carrier may offer a low level while another carrier offers an agreement at a medium level. For example, a specific routing may be serviced by both KL and LH. The US employee travel agreement with KL is a medium level and the US agreement with LH is a low level; therefore, KL would not accept the LH ticket for travel. In this case, you need to purchase the higher fare using KL, or purchase two tickets, one for each carrier and refund the unused ticket.

NOTE: If a higher fare ticket is accepted by a carrier with a lower fare agreement, no refund will be given.

Connections involving different connect points may require separate ticket purchases. If you have selected a routing that is serviced by two ZED carriers and one carrier's connection prices at zone 2 mileage for each segment, and the other carriers connections price at zone 1 and zone 3, separate tickets for each carrier should be purchased.

Although ZED tickets may be interchangeable between carriers or airports, there may be travel scenarios (per above examples) that still require you to purchase multiple/back up tickets.

INTERLINE BAGGAGE

When traveling as a non-revenue customer between carriers, checked baggage **will not** be through-checked from one carrier to the next. US Airways Interline Pass Travel Agreements do not include interline baggage as part of the reduced rate transportation agreement.

Bags can only be checked on connecting itineraries when traveling on one carrier. If connecting to another airline, bags must be claimed at your transfer point and checked locally with your continuing airline. All baggage acceptance rules and fees are at the discretion of the transporting airline. Please inquire with that carrier prior to travel regarding the carriers' baggage fees and policies regarding non-revenue customer checked baggage.

REFUNDS

Refunds are only available on tickets (US Airways and OAL tickets purchased through US Airways) which are not more than one year old. E-ticket refunds can be requested through Travel US or by calling the ETL and pressing option 2 for e-tickets issued in 2011 prior to the release of Travel US. Refunds can be requested on paper tickets by sending a request via mail. Refunds can also be requested, but not issued, at any full service US Airways ticket counter.

NOTE: Only guest passes that are ticketed and refunded through Travel US will be credited back to employee's bank.

US Airways mainline and wholly owned subsidiary employees and family should send any unused paper tickets or portions of tickets to:

US Airways Refunds Department
Co Mail: PHX-RWE-REF, ATTN: REFUNDS
4000 E. Sky Harbor Blvd
Phoenix, AZ 85034

Email: Refunds@USAirways.com

US Airways non-wholly owned Express employees and retirees should contact their own employee travel department for refund information.

Aged tickets (past one year from the date of issue) have no value and will not be refunded.

CREDIT CARDS AND PERSONAL CHECKS DISPUTES

Employees must first contact Employee Travel Services or the Refunds Department in order to dispute a charge related to travel privileges (i.e., parent service charge or a Guest Pass fee). Employee Travel Services will review the questioned transaction and make adjustments where appropriate. Failure to notify the Company of a disputed charge will result in the Eligible Pass Rider having to pay the charge. If not recovered from the Eligible Pass Rider, the employee will be responsible for payment. The Company may deduct the amount at issue from the employee's paycheck(s) in accordance with applicable law.

Personal checks used to purchase consignment tickets or to pay for travel fees must be valid. Non-Sufficient Funds (NSF) checks may result in a processing fee as well as a suspension or revocation of travel privileges.

LOST TICKETS

If an employee loses a paper ticket, the employee must submit a lost ticket application (can be obtained at any US Airways Ticket Counter or online at http://www.usairways.com/enUS/Resources/downloads/traveltools/lost_ticket_application.pdf, and mail it to the Refunds address above. A \$10.00 Lost Ticket Application fee will apply.

DRESS GUIDELINES FOR LEISURE TRAVEL

US Airways asks its employees and their pass riders to exercise good sound judgment when selecting their travel attire. Attire should be in good repair, neat, clean, and conservative in appearance. In all situations common sense should be the determining factor.

Unacceptable attire in both Coach and First Class or Envoy includes any clothing that is torn, faded, soiled, wrinkled, cut-off, has ragged edges or holes; clothing with offensive graphics or terminology; and provocative or revealing clothing such as micro/mini-skirts, bare midriff, halter, tank, tube, sports bra-type tops, and pajamas.

Coach Class: Pass riders may wear casual attire, including shorts (no shorter than three inches above the knee), t-shirts, jogging suits or athletic clothing, baseball-style caps, beach footwear (including flip-flops and Croc-style footwear), and athletic shoes.

First Class or Envoy: Pass riders may wear casual attire, including blue or black denim jeans, skirts, capri pants, and dress sandals, provided the attire is in good repair, neat, clean, and conservative. Unacceptable attire in First Class or Envoy includes t-shirts, shorts, jogging suits, athletic gear, baseball-style caps, athletic-style shoes, or beach footwear (including flip-flops and Croc-style footwear).

A good recommendation to follow is: "if you have to question if what you are wearing is appropriate, then it most likely is not and should not be worn for travel on US Airways flights as a non-revenue passenger."

US AIRWAYS EXPRESS

US Airways and Express carriers, employees and eligible family members including all US Airways mainline, wholly owned subsidiaries, and non-wholly owned affiliates enjoy reciprocal pass travel privileges. For specific information, non-wholly owned affiliates employees should contact his/her respective employee travel office. Express travel privileges are subject to change per US Airways review.

Applicable Airlines:

Express Wholly Owned Subsidiaries

PSA	(JS)
Piedmont	(EN)

Express Non-wholly Owned Affiliate Carriers

Air Wisconsin	(ZW)
Chautauqua	(RW)
Mesa Airlines	(YV)
Republic Airlines	(RW)
SkyWest	(OO)
Trans States	(AX)

Express non-wholly owned affiliate carrier employees and his/her eligible family members will be eligible for fee-waived non-revenue travel privileges on US Airways mainline and the US Airways Express system. The Express non-wholly owned affiliate carrier employee and his/her eligible family members should present his/her employee I.D. number along with the two character carrier code (indicated in the chart above) when listing and checking in for travel.

If an employee separates from US Airways and is hired on with an Express wholly owned subsidiary within 30 days of their separation or if an employee separates from an Express wholly owned subsidiary and is hired by US Airways or another Express wholly owned subsidiary, he/she will retain their original date of hire for travel purposes.

RETIREE TRAVEL

ELIGIBILITY FOR THE PROGRAM

Employees on active or leave status are eligible to elect resignation under the 65 point plan, which will allow for lifetime travel privileges. 65 points is a combination of age and years of service to equal 65 (minimum years of service is 10 years.) To be eligible, the employee must leave the company in good standing, giving appropriate notice to employee's department. To enroll, employees must complete the US Airways 65 point plan form located on Wings or and fax it to 480-693-8603. Employees covered by a union should refer to their collective bargaining agreement for information on retirement programs and eligibility. Retiree travel privileges are subject to changes in company policy.

Employees may also be eligible for retirement travel privileges under the 55/5 plan (at least 55 years of age with 5 years or more of service). For more information on the 55/5 plan, please go to http://wings.usairways.com/uswings/benefits/retire_with_us, email RetireWithUs@usairways.com or call 1-888-860-6178.

Retirees will be responsible for adhering to all travel-related policies/procedures, which the Company reserves the right to make changes to at any time. Retirees should review all applicable sections of this travel guide to include the **RESPONSIBILITY FOR THE PRIVILEGE** section.

For travel-related questions, please contact Employee Travel Services at:
Employee.Travel@usairways.com.

BOARDING PRIORITY

Retirees and accompanying family and guest pass riders will board SA4P. Unaccompanied family members of the retiree will travel SA5P. Guest pass riders will board at SA7P when flying without the retiree.

ELIGIBLE PASS RIDERS

Retiree eligible pass riders include the same eligible family members as described in the **TRAVEL ELIGIBILITY** section with one exception; retirees are **not** eligible to have a registered guest on their pass travel profile.

CREDENTIALS

To travel on US Airways, retirees and their eligible pass riders need their travel I.D. number and a government-issued photo I.D. For convenience of identification for discounts on cruises, hotels, tours, car rentals and other discount offers posted on the Discounts Page of Wings, US Airways will mail a retiree card to the retiree only. The retiree card may not be used as identification at TSA Security Checkpoints at the airport. A letter of Verification of Retirement can also be requested for use by the employee and eligible family members. To request a letter, please email Employee.Travel@usairways.com. Each letter is valid for one year and can be used as verification of retiree status for discount offers excluding travel on other airline agreements.

GUEST AND VACATION PASSES

Retirees will receive eight (8) one-way Guest Passes and four (4) one-way SA1P vacation passes per year. In the first year under the retiree program, the employee will keep the current allotment of passes awarded at the beginning of the year as an active employee. For pricing, see the **GUEST PASS PROGRAM** section for more details.

OAL TRAVEL

Retirees and their eligible family members may be permitted to fly space available on other airlines. For specific information and to determine eligibility, go to http://wings.usairways.com/uswings/travel/interline_zed.

LISTING FOR TRAVEL

Retirees may list for travel in the same manner as if they were an active employee (See **LISTING FOR TRAVEL** section). Guest Passes and SA1P vacation passes must be listed and ticketed online on Travel US.

FIRST CLASS UPGRADES

Space available First Class and Envoy upgrades when traveling non-revenue/space available can be purchased by retirees and their eligible pass riders based on a surcharge schedule at any US Airways Ticket Counter. For a list of current surcharges go to [http://wings.usairways.com/uswings/travel/First Envoy%20Class%20Upgrades_1-1-2012.pdf](http://wings.usairways.com/uswings/travel/First_Envoy%20Class%20Upgrades_1-1-2012.pdf).

TRAVEL SENIORITY

For employees who have previously retired from the company, have been rehired and have retired once again, their original seniority date for travel purposes (at the time of the 1st retirement) will be reinstated.

For those former America West employees who were rehired by the Company (West) prior to January 1, 2006 after fewer years away from the Company than the duration of their prior employment, the years from both employment periods will be added to determine total years of service for retiree travel eligibility. However, the employee's seniority date for purposes of travel will remain their rehire date.

For employees who are separated from a wholly owned subsidiary and hired into US Airways mainline within 30 days of their separation date, their original seniority date (from the wholly owned subsidiary) will be reinstated for travel purposes. The original seniority date will be used to calculate active boarding priority as well as retiree travel.

BUSINESS TRAVEL

In addition to reading this section, all business travelers must be familiar with the **RESPONSIBILITY FOR THE PRIVILEGE** section. Any pass travel policy violation made by an employee while traveling on company business may result in disciplinary action up to and including termination from employment.

GENERAL INFORMATION

US Airways extends positive space travel in coach class on US Airways Mainline and US Airways Express to employees traveling for official US Airways company business. Express wholly owned subsidiary or express non-wholly owned affiliate employees traveling on company business should arrange travel through his/her director or the Employee Travel Services department. Positive space travel will not be authorized for personal, non-US Airways company business use.

Examples of company positive space, coach class business travel include required company training, crewmember deadheading, maintenance aircraft repair and official company business meetings.

To authorize ongoing positive space, coach class business travel for an employee, the employee's director or above should complete the Travel US Positive Space Access e-Request located at: http://wings.usairways.com/uswings/forms/employee_travel_forms and submit the completed e-Request.

Once the request is approved, the employee will have access to book positive space, coach class business travel through Travel US. All bookings may only be made by employees authorized to book positive space.

To authorize a one-time positive space trip on US Airways, the employee's director or above will be asked to approve the Company Business Travel e-Request Form located at: http://wings.usairways.com/uswings/forms/employee_travel_forms and submit the completed e-Request.

Abusing positive space business travel privileges may result in disciplinary action up to and including termination. Although, not an inclusive list, the following guidelines apply.

- Positive space business travel is for official US Airways, US Airways Express, and US Airways Shuttle, company business only. Use associated with personal business, vacation, or commuting, is strictly prohibited.
- Positive space travelers have priority over revenue standby passengers provided they hold a confirmed reservation. Those without a confirmed reservation or no seat assignment are considered standby passengers and boarded after all other revenue passengers.
- Employees traveling on company business have the ability to check in at <http://www.usairways.com> up to 24 hours in advance and no less than 60 minutes of scheduled flight departure.
- Employees must cancel his/her listing if travel plans change.
- International taxes will be charged to the employee's department's cost center.
- Every effort must be made to book and check-in for all crew travel at least 45 minutes prior to scheduled departure.
- If an employee is leaving early or staying late before/after a business trip, he/she must receive pre-approval from their cost center head to travel positive space.

- Employees who are on company business and decide to travel to a destination other than his/her base city must travel space available to that city. With director or above approval, the employee may then fly positive space back to their home base. For example, a PHX based employee flies to PHL for company business on a Friday. The employee wants to spend the weekend in BOS. The employee must fly space available from PHL to BOS, and then with director or above approval, the employee may fly positive space from BOS back to their base city, PHX.
- Positive space travel must not be given to contractors or outside entities unless expressly stated in a written contract or where approved by a US Airways Vice-President or above. In some circumstances, applicants for employment with US Airways may be given positive space travel.

POSITIVE SPACE BOARDING PRIORITIES

Priorities	Eligible Persons
PS2B	<ul style="list-style-type: none"> • Emergency maintenance travel • US Airways company business travel for authorized US Airways mainline employees and wholly owned Express (PSA and Piedmont) • Emergency travel for US Airways, PSA, & Piedmont employees and family members • Deadhead travel for US Airways, PSA, & Piedmont crew members • Fee waived space available upgrades will be given based on availability at departure gate for directors and below
PC2B	<ul style="list-style-type: none"> • Vendor/Consultant business travel (when contractually obligated, including Caribbean and Latin America vendor employees) • New Hires, applicants, and interviewees of US mainline & wholly owned Express subsidiaries • OAL crew for contract services or training • Upgrade is not allowed
DH2B	<ul style="list-style-type: none"> • Deadhead non-wholly owned Express crew or crew movement to support US Airways operation • Upgrade is not allowed
PS3B	<ul style="list-style-type: none"> • Non-wholly owned Express employees (non-crew) flying to support the US Airways express operation • OAL travel authority card holders • EEs returning from training (initial, recurrent, & developmental training) unless authorized at a higher priority by the employee's manager. • Authorized OAL company business travel • Fee waived space available upgrades will be given based on availability at departure gate
PS3Y	<ul style="list-style-type: none"> • Non-wholly owned Express employees (non-crew) flying to support the US Airways Express operation • OAL travel authority card holders • EEs returning from training (initial, recurrent, & developmental training) unless authorized at a higher priority by the employee's manager • Authorized OAL company business travel • Upgrade is not allowed

Advanced seat assignments are strongly recommended for positive space travel. Seats may be reserved ahead of time at <http://www.usairways.com>. Note: Booking on any OAL space, including code share partners, is not permitted.

Employees with PS2B, PC2B and DH2B boarding priorities may not be bumped. In the event of a denied boarding situation, gate agents should ask the positive space employee passenger if they are able to take a later flight, but the employee passenger is not required to give up their seat. Positive space passengers may not be involuntarily removed from a flight once they are boarded.

In the event there are no revenue passenger volunteers, PS3B and PS3Y travelers may be removed in case of oversold flights. PS3B and PS3Y travelers will be removed prior to any revenue customers being involuntarily denied boarding.

BOOKING POSITIVE SPACE COMPANY BUSINESS TRAVEL (PS2B)

All authorized company business travel using US Airways flights must be booked PS2B through Travel US or through SHARES/QIK by authorized users only. When booking in SHARES/QIK, the booking must be e-ticketed against the employee's I.D. number.

Employees must book in coach class (Y) for company business. If Y class is not available on the chosen flight, the passenger may choose an alternate flight, or may stand-by on the original flight at positive space priority ahead of all non-revs. Business travelers with a boarding priority of PS2B or PS3B will be awarded first class upgrades on a space available basis and only after all revenue customers have received the opportunity to upgrade.

Positive space travelers are required to cancel his/her itinerary if flights will not be used. No-shows cost the company money and prevent inventory from being sold.

When traveling internationally, positive space travelers should carry a copy of his/her e-ticket receipt as proof that applicable taxes and fees have been collected.

Preferred/Choice seats are permitted for business travel.

BUSINESS TRAVEL REQUEST ON OTHER AIRLINES

For travel on other airlines, please fill out a Company Business Travel e-Request Form which can be located on http://wings.usairways.com/uswings/forms/employee_travel_forms. Director level or above approval is required for company business travel on other airlines.

Please note that OAL business travel requests must be received a minimum of three (3) business days to the planned departure date. Requests received within three business days may not be honored by the OAL.

Most OAL business travel will be space available; therefore, company business travel on US Airways should always be the first choice whenever possible.

For all international travel, please be prepared to supply your credit card number and expiration date for the taxes. Most carriers are issuing e-tickets and will need this information to complete your request. Taxes and fees vary depending on the routing and the carrier chosen. Keep all receipts for expense reports.

HOTEL AND CAR RENTAL BOOKINGS**BUSINESS TRAVEL**

All business–related travel reservations for hotel rooms and/or car rentals (requiring expense reimbursement) for travel within the United States and all international destinations, to include attendance of conferences, seminars, and training for employees must be made through the US Airways Business Travel Center via Travel Tools on Travel US operated by RESX.

First time users will enter “USAirways” into Company and their badge number Member ID. Then click login to create a password. Once the information is verified, please create your profile. Please refer to the RESX User Guide and RESX FAQs for more information. If you need assistance with your first time user log in issues or have questions, please call RESX at 866–427–8321 option 6.

The Corporate Accommodations policy for business travel can be referenced at:

http://wings.usairways.com/uswings/travel/business_travel.

EXPENSE REIMBURSEMENTS

The Expense Reimbursement Forms and Policies may be found at:

http://wings.usairways.com/uswings/travel/business_travel.

DRESS GUIDELINES FOR BUSINESS TRAVEL

Business travelers in coach class must wear business casual or business professional attire. US Airways asks its employees and their pass riders to exercise good judgment when selecting travel attire. Pass riders should be well–groomed and wear neat, clean, and conservative attire.

Business travelers in First Class or Envoy may wear business casual attire, including at a minimum a collared shirt, business slacks, including khakis, skirts, capri pants, shoes and socks. Unacceptable attire in first class or envoy includes t–shirts, blue denim attire, shorts, jogging suits, athletic gear, baseball–style caps, athletic shoes, beach footwear or flip–flops, and/or croc–style footwear.

Unacceptable attire in any class of service for business travelers includes any clothing that is torn, faded, soiled, wrinkled, cut–off, has ragged edges or holes; clothing with offensive graphics or terminology; jeans; shorts; t–shirts; tennis shoes and provocative or revealing clothing such as micro/mini–skirts, bare midriff, halter, tank, tube, sports bra–type tops, or pajamas.

Employees required to wear a uniform may travel in uniform, but may not be upgraded to First Class or Envoy if his/her uniform does not meet the First Class/Envoy standards.

MISCELLANEOUS

LEAVE OF ABSENCE TRAVEL PRIVILEGES

Travel privileges for domestic employees while on approved leave of absence are determined by the type of leave. Travel on other airlines is not permitted for **all** leaves of absence. Travel privileges for the following types of leaves of absence are:

MEDICAL LEAVE OF ABSENCE

Travel privileges for employees and their eligible dependents (spouse, domestic partner or registered guest, children, parents and guest pass travelers) continue on US Airways mainline and express while the employee is classified on an approved **paid** medical leave of absence (including paid FMLA leave) provided that the leave is for at least six consecutive work days. These employees continue to travel at SA3P while on a **paid** leave of absence.

Travel privileges also continue on US Airways mainline and express for employees and their eligible dependents for the first 90 calendar days after the employee exhausts his or her paid sick leave balance and/or vacation and is placed on an approved **unpaid** medical leave of absence or unpaid leave of absence for FMLA. For the purpose of this policy, employees collecting STD/LTD benefits are considered to be on an unpaid leave of absence. Employees travel at SA4P while on an **unpaid** leave of absence. Such travel must be consistent with the employee's medical condition and limitations and must not impede recovery.

Travel for the purposes of obtaining medical treatment (following the expiration of the 90-day travel period on unpaid medical leave/sick status) will be reviewed and authorized on a case-by case basis by the employee's department head and Employee Travel Services. To request travel, the employee must complete and submit a Travel on Leave of Absence Request Form via e-mail at Employee.Travel@usairways.com or fax to 480-693-8850.

SICK LEAVE AND/OR INTERMITTENT FMLA

Regardless of whether the leave is paid, travel is not permitted while an employee is on sick leave for five days or fewer or intermittent FMLA (unless approved per conditions of the approved intermittent FMLA leave).

MILITARY LEAVE OF ABSENCE

Travel privileges for employees and their eligible dependents continue on US Airways mainline and Express throughout the time that the employee is classified on military leave from US Airways.

PERSONAL LEAVE OF ABSENCE

Travel is not permitted for employees and their eligible family members/guests on US Airways or any other carrier while the employee is on personal leave from the company, regardless of **paid** or **unpaid** status.

LEAVE OF ABSENCE FOR INTERNATIONAL EMPLOYEES

Please contact your HR Manager for information regarding international employee travel while on leave of absence policies that may apply for your country or region.

ED20 POSITIVE SPACE DISCOUNT PROGRAM

The ED20 Positive Space Discount Program allows employees of US Airways mainline and wholly owned subsidiaries, retirees, and their eligible pass travelers to purchase positive space tickets on US Airways and US Airways Express at a 20% discount off the lowest available fare at the time of booking.

Attempting to travel space available while holding a confirmed, positive space reservation on the same flight may result in disciplinary action, including loss of pass travel privileges and up to and including termination of employment. All published fare rules apply to ED20 passengers.

ED20 passengers are subject to all fare rules and restrictions of the fare purchased including change fees, UM fees and non-refundable, minimum stay or advance purchase restrictions. The passenger is also subject to all checked baggage and excess/overweight baggage fee policies (refer to **BAGGAGE** section for information on applicable checked baggage fees and exemptions) and unaccompanied minor escort fees. Lost/damaged baggage claim procedures and compensation are the same as for revenue passengers.

Denied boarding compensation is applicable to ED20 travelers. Involuntary compensation is based on actual amount paid.

An ED20, albeit a revenue ticket, is considered to be part of the US Airways pass travel privileges and thus governed under the employee pass privilege guidelines, stipulations, and policies set forth in the Employee Travel Guide.

ED20 tickets are prohibited from being used to travel in connection with company business activity for self-employment, personal gain, or for a firm other than US Airways.

ED20 passengers may accrue mileage for the trip flown. The Dividend Miles membership number(s) should be given to the Reservations agent at the time of booking or added online at <http://www.usairways.com>.

First Class upgrades while traveling on ED20 tickets are subject to the current upgrade programs available to revenue customers. Employees and eligible travel dependents may not use non-rev upgrade coupons to upgrade on an ED20 ticket. For the current upgrade programs available to revenue customers that apply for ED20 travel go to <http://www.usairways.com>.

Currently ED20 revenue tickets can only be purchased through the ETL (1-800-325-9999, option 2) or at a US Airways full service ticket counter.

Seat availability and fares are always subject to change. Ticketing fees normally charged for booking revenue travel through Reservations or at the airport are waived for employees and eligible travel dependents when purchasing ED20 tickets.

DISCOUNTS

Employee Travel Services coordinates a variety of employee discounts on social, sporting, recreational, and cultural events and services. For more detailed information on the Discount Program visit <http://wings.usairways.com/uswings/discounts>.

US AIRWAYS VACATIONS

US Airways employees may be eligible for discounts on US Airways Vacations packages. US Airways Vacations offers hotel, car, and air packages to a variety of destinations both domestic and international. For availability on employee vacation packages discounts, contact US Airways Vacations at 1-800-455-0123.

EMERGENCY TRAVEL

US Airways will offer active employees and their eligible family member's positive space round-trip transportation in the event of a qualified emergency involving an employee's immediate family member. Retirees and their eligible family members will be offered space available (SA2P) emergency travel privileges.

Depending on the circumstances involved, online emergency transportation may be obtained for employees, retirees, and eligible family members in cases involving death or critical illness/injury of the employee's immediate family members as listed below. Dependent and non-dependent children will be approved for emergency travel. All other family members who are traveling must be on the employee's travel profile. US Airways will offer active employees and eligible family members positive space round-trip transportation in the event of a qualified emergency involving an employee's immediate family member.

- Spouse or domestic partner
- Brother or sister
- Brother or sister of spouse/domestic partner
- Dependent and non-dependent Children (including children of spouse/domestic partner)
- Dependent and non-dependent stepchild or child of domestic partner
- Son/daughter-in-law
- Parents/Step-Parents
- Parents of spouse/domestic partner
- Brother/Sister-in-law
- Grandparents
- Grandparents of spouse/domestic partner
- Grandchildren
- Grandchild of spouse/domestic partner

Requests for emergency travel on US Airways flights should be submitted to Inventory Services in Winston-Salem (INT) at 1-888- 260-7169 or empemergencytravel@usairways.com using the Emergency Travel Request Form posted on Wings under Employee Travel Forms. The employee's supervisor, manager, or department head should submit the request whenever possible. The relationship between the employee, the family member in the emergency situation, and the family member(s) requesting passes must be provided. Additional trips must be reviewed and authorized on a case-by-case basis by the employee's department head and Employee Travel Services. Requests for emergency travel should be submitted no earlier than 48 hours prior to travel.

In the event of an employee's or retiree's critical illness/injury or death, online travel will be extended to the employee's following family members (do not have to be listed on the employee's or retiree's travel profile).

- Employee – in the case of critical illness or injury (hospice, requiring hospitalization or surgery)
- Spouse or domestic partner
- Brother or sister
- Brother or sister of spouse/domestic partner
- Dependent and non-dependent Children (including children of spouse/ domestic partner)
- Dependent and non-dependent stepchild or child of domestic partner
- Son/daughter-in-law
- Parents/Step-Parents

- Parents of spouse/domestic partner
- Brother/Sister in-law
- Grandparents
- Grandparents of spouse/domestic partner
- Grandchildren
- Grandchild of spouse/domestic partner

Due to the time-sensitive nature of emergencies and the fact that many OALs do not provide emergency travel for other airlines, it is recommended that the employee use a ZED or other pass travel agreement to travel on another carrier at a significant discount. For current pass travel agreements with other airlines, go to <http://wings.usairways.com>.

HUMAN REMAINS SHIPMENTS

Active and retired employees (with travel privileges) of mainline or wholly owned express who have boarding priority status at SA3 or SA4 may ship human remains of family members free of charge. Family members include:

1. Spouse/Domestic Partner
2. Employee's children or step children of any age (including children of Domestic Partner)
3. Parents, parents-in-law (Domestic Partner's parents)
4. Grandparents
5. Grandchildren
6. Sister
7. Brother

Children, parents, parent-in-law, grandparents, grandchildren, sister or brother can also include "step" equivalent of each; e.g., step-child, step-parent.

Any additional family members not listed here may qualify for a reduced rate discount for the shipment of Human Remains as authorized by the Cargo department. All eligible Human Remains shipments must be booked through the US Airways (TLC) Reservation Specialists at 1-800-852-3333.

EMPLOYEE CARGO SHIPPING

GENERAL

The employee reduced-rate shipping program will be offered to current, active employees for their personal use only. Cargo cannot be shipped or business affairs associated with self-employment or employment with any firm other than US Airways.

- All employee shipments must be pre-booked through the Cargo Customer Contact Center (888-300-0099).
- The CCC will provide rates and advanced air waybill booking number.
- The employee must present the advanced booking number at time of tender.

E.LIGIBILITY/REGULATIONS

Transportation Security Administration (TSA) regulations allow US Airways employees to tender shipments on US Airways, US Airways Shuttle, and Express Wholly owned Subsidiary flights.

US Airways employees include:

- US Airways Mainline
- Express Wholly-owned Subsidiaries include Piedmont and PSA

US Airways may accept and transport personal cargo received from a US Airways employee provided that Employee:

- Is in good standing with US Airways
- Has been employed with US Airways for a minimum of one (1) year.

NOTE: US Airways will maintain a record (either in electronic or hardcopy format) of each personal cargo shipment at its corporate security office for a minimum of 30 calendar days from the date of departure of the flight and makes it available to TSA upon request.

INSPECTION

All employee shipments are subject to the current screening procedures of the Air Operator Standard Security Program (AOSSP) under the guidelines of Chapter 8.

International shipments are subject to all applicable U.S. Customs and foreign government regulations.

International shipments will only be accepted at cargo locations.

IDENTIFICATION REQUIREMENTS

The employee must present their employee badge and a government issued I.D. such as a driver's license.

RATES

Domestic Rates

- Employee rates are 75% off of the published General Freight Rate with a minimum of \$10.00 (plus applicable tax of 6.25 percent).
- It will be entered in Sabre with the Special Commodity Code GES0025.
- Applicable fuel and security charges apply.

International Rates

- Employee rates are \$0.50 per kilo with a minimum of \$20.00.
- It will be entered in Sabre with the Special Commodity Code GES0025.
- Applicable fuel and security charges apply.

PAYMENT

- All shipments must be pre-paid (no collect or COD shipments).
- Employee shipments will only be accepted when pre-paid by major credit card or debit card (with a Visa/MasterCard logo)

RULES/RESTRICTIONS

- Declared value will not be available.
- All employee shipments are subject to the current Airline Tariff Publishing Company (ATPCO) rules and regulations.
- No interline shipments
- Maximum weight per piece: 150 lbs (Mainline, Express, and International)
- All shipments are space available and shall move after COMAT.
- Dimensions apply.
- Fuel and security charges apply.
- Air waybill description must be precise and accurate. Example: DVD player, men's clothing, golf clubs, bicycle, lamp, etc.

LIABILITY

- US Airways accepts no liability for loss or damage on air freight shipments.
- No claims will be honored.

For a copy of this information, go to:

<http://wings.usairways.com/uswings/discounts/US%20Airways%20Cargo%20Employee%20Discount.pdf>.

CALLING IN SICK WHILE USING TRAVEL PRIVILEGES

When traveling on your pass travel privileges, it is the employee's responsibility to report back to work as required. Any absence in conjunction with the use of pass travel will be considered an unexcused absence. Calling in sick and then traveling is a violation of Company policy with the exception of prior authorization from the employee's manager/supervisor. Employees who call in sick in relation with pass travel will be subject to disciplinary action up to and including suspension or revocation of pass privileges or termination.

SURVIVOR PRIVILEGES

When a retired employee or an active employee eligible for retiree travel privileges passes away, his/her surviving spouse or domestic partner will be eligible for survivor travel privileges until they remarry or enter into a domestic partnership. Survivor travel privileges will also be extended to eligible dependent children and parents of the deceased employee/retiree will also be eligible for travel privileges. Surviving dependent children must meet the eligibility requirements as outlined in the **DEPENDENTS** section. Surviving parents continue to have travel privileges at the parent service charge rate.

In the case of an active employee who is not eligible for retirement at the time of death, his/her surviving spouse or domestic partner, dependent children and parents will be eligible for one year of travel privileges for each year of service up to a maximum of five years or until they remarry/enter into a domestic partnership, whichever comes first. During the eligible period of travel, surviving dependent children must meet the eligibility requirements as outlined in the **DEPENDENTS** section. During the eligible period of travel, surviving parents will also continue to have travel privileges subject to the parent service charge fee.

Boarding priority under survivor travel privileges is a SA4P at the travel seniority date of the deceased employee. Survivor travel privileges do not include travel on other airlines, guest passes, SA1P vacation passes or allow registered guest privileges.

SEPARATING FROM THE COMPANY

All travel privileges cease upon termination of employment except as otherwise provided under specific separation or retiree travel programs.

Former employees may only be added to an active or retired employee's travel privileges if the former employee left in good standing with the company. This is subject to review by Human Resources.

LOSS OF SENIORITY

Except as provided in an applicable collective bargaining agreement, employees lose all seniority if they resign or are terminated for cause. For those employees who worked for either US Airways or America West Airlines and resigned from that carrier prior to September 27, 2005 to accept a position at the other carrier, time served at the previous carrier does not count towards seniority at the new carrier.

Employees offered a severance agreement who secure another position prior to the severance period ending will retain their Company seniority. In addition, employees who voluntarily leave the Company and return within 30 days will retain their Company seniority.