

Interline Employee Travel Benefits

The Company is pleased to extend interline travel benefits to full-time employees and eligible guests. Zonal Employee Discount (ZED) interline agreements for standby travel (also referred to as interline, space available, or non-revenue tickets) are currently in place with American Airlines, Delta, JetBlue, Southwest, and other airlines. All bookings are made through a self-booking tool called myIDTravel.

A few things to note about the program:

- Eligibility requirements, ticket prices, and discounts vary by airline
- Airlines participating in the program may change from time to time
- All tickets are standby (space available). You are not guaranteed a seat
- Dress codes may apply and vary by airline
- Interline benefits are a privilege and employees are traveling at the pleasure of the participating airlines
- When traveling, all employees and their guests, are expected to conduct themselves in a manner that reflects courtesy and good judgment

Guidelines for Employees, and their guests, using interline benefits:

1. **I acknowledge that I, and my eligible guests, must abide by all airline and Company rules and procedures. I am solely responsible for informing my eligible guests of these rules and guidelines**
2. I understand that when traveling on an interline ticket, I may not be boarded on the flight of my choice or any flight on a given day
3. Employees must carry company issued identification. In addition, government issued ID is also required by all airlines prior to check in. I am aware that I should have my company ID with me at all times when using a discount offered to company employees
4. Reservations are not allowed with interline tickets. I am aware that when traveling on a personal standby ticket, I cannot make a traditional reservation with the airline and then present an interline ticket
5. I am aware that if a traditional reservation is made in my name, the airline will not allow me to use my standby ticket
6. I understand that while traveling on an interline ticket, I am to be professional, polite and courteous at all times with the airline personnel serving me
7. Employees should never confront or argue with an airline employee at the ticket counter, at the departure gate or on the aircraft
8. Boarding of space available pass holders will be made only after all revenue passengers, standby revenue passengers, and positive space non-revenue passengers have been accommodated.
9. Revenue passengers are always to be given first consideration. Every effort will be made to seat all non-revenue passengers but only after revenue passengers have been checked-in. Non-



revenue passengers are expected to be considerate to all fare-paying passengers in every respect

10. Non-revenue passengers (employees and guests) are not entitled to service recovery compensation, baggage liability, denied boarding compensation, or amenities
11. Non-revenue passengers may be expected to occupy the least desirable seats. These locations include confined seating areas, middle seats, locations at which seat reclining may be restricted and areas at the rear of the aircraft
12. Non-revenue passengers must always cooperate fully with airline personnel serving them. Should you or your guests not be boarded due to unavailability of seats, be asked to relinquish your seat, or be denied a snack or beverage service, you must accept the inconvenience graciously
13. Non-revenue passengers should refrain from mentioning to revenue passengers that they are traveling on a non-revenue or discounted basis
14. All non-revenue passengers including employees and an employee's guests must comply with all airport security screening requirements as well as carry-on baggage rules

The Company reserves the right at all times to deny, cancel, or limit this privilege for employees and their guests. In order to access the myIDTravel system, employees will need to complete and submit the attached form. Processing of the form takes approximately 5-7 business days. Instructions on accessing the myIDTravel system will be provided once initial registration has been completed.

Additional information can be found on the Travel section of GlobalNet. Any questions about this program can be sent to interline@atlasair.com.

Regards,

Interline Travel Department



Registration form for **myIDTravel**

Employee Name	
Employee ID	
Date of Employment	
Work Email Address	

Home Contact		Contact Work		Cell Contact	
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- List all eligible family members. (Legal spouse, children up to age 24, parents of employee only) and relationship
- For your children, include their date of birth. (Date of birth is not necessary for spouses or parents)
- Names should be exactly as you wish them to appear on tickets (to match the ID they use for traveling.)

First Name	Middle Name	Last Name	Relationship	Gender	Date of Birth

The Email button will work if you have Acrobat Pro on your computer. It will create an email message. If nothing happens then print/scan and email to interline@atlasair.com.



Your submission of this form is an acknowledgment of the guidelines outlined for the program.