

**SECTION 4 - EXPENSES**

**A. PER DIEM**

1. A Flight Attendant shall be paid expenses for meals for each trip hour, prorated to the nearest minute, in accordance with the following rates:

Effective Date	Domestic	International
1/1/2015	\$2.10	\$2.40
1/1/2017	\$2.15	\$2.45
1/1/2019	\$2.20	\$2.50

2. International expenses shall apply to all service to and from International destinations.

Examples:

- a. CLT-PHL-BDA: The PHL-BDA segment would pay International expenses.
  - b. MIA-GIG-MIA: All segments would pay International expenses.
3. A Flight Attendant assigned to training away from her/his crew base shall be paid expenses for meals at the above rates per hour for all hours away from her/his crew base including the check-in/check-out time for the deadhead to/from Recurrent training.
  4. A Flight Attendant awarded or assigned to training at her/his crew base, shall be paid Per Diem for all actual hours in training, excluding Distance Learning.
  5. Per Diem will not apply to Distance Learning.
  6. A Flight Attendant, when away from her/his crew base at places other than regular system layover stations, shall be paid reasonable actual expenses for meals or the above rates for each trip hour, whichever is greater.
  7. If a Flight Attendant is assigned a trip while on Reserve Standby, the Flight Attendant shall receive Per Diem from the commencement of Reserve Standby until the Flight Attendant is released in her/his crew base at the end of the assigned sequence.

**B. SPECIAL**

1. A Flight Attendant assigned by the Company to duty away from her/his crew base on a temporary or special basis, such as recruitment or publicity/promotional assignments, shall be reimbursed for all reasonable actual expenses incurred, substantiated by receipts when required.
2. If such duty assignment is to exceed seven (7) nights, the Company will advance the Flight Attendant reasonable estimated expenses. Such a request must be made in writing to Flight Service at least five (5) business days before the scheduled departure. If the Flight Attendant is given less than five (5) business days' notice of the assignment, the Flight Attendant may request an advance and shall receive the advance as soon as practicable. For an assignment of less than seven (7) days, the Company shall consider issuing the advance on a case by case basis.

### **C. CREW MEALS**

1. Crew meals will be provided to Flight Attendants working an International Premium Destination (IPD) sequence originating at PHL and/or CLT. Such meals will be the same as those provided to the Pilots working the flight.
2. Crew meals will be provided when the flight time (block hours) is scheduled to exceed twelve (12) hours. Such crew meals on these flights will consist of the following:
  - a. Long-Range:  
Business Class Entrée/First Class Bulk Salad/Main Cabin Follow-On
  - b. Extended Long Range:  
Business Class Entrée/First Class Bulk Salad with Main Cabin tray set-up  
Main Cabin Entree with Main Cabin tray set-up

### **D. PARKING**

1. All Flight Attendants, local based and commuting, shall receive a Company paid parking permit at:
  - a. such Flight Attendant's base; or
  - b. American Airlines or its wholly owned carriers' station of the Flight Attendant's choice.
  - c. At base stations with multiple airports, stickers or permits may be issued for one (1) or all locations upon request. If insufficient permits are available to provide one for each Flight Attendant desiring them, permits will be assigned in system seniority order at each issuance date.
2. To the extent that a Flight Attendant does not receive a permit as provided in Paragraph D.1, the Company will reimburse the Flight Attendant for parking expenses up to the amount of the cost of such permits at the Flight Attendant's base. For example, a Flight Attendant is based at DFW and desires a parking permit at SAN. Permits are not available at SAN. The Flight Attendant is entitled to be reimbursed for parking expenses up to an amount equal to the cost of parking permits at the Flight Attendant's base, which is DFW.
3. To the extent that a Flight Attendant desires to purchase a second parking permit, such purchase will be permitted. The Company will pay for the less expensive of the two (2) permits that the Flight Attendant receives. For example a MIA based Flight Attendant has a DFW permit, but also desires a MIA parking permit. The Flight Attendant can obtain both permits, and the Company will pay for the less expensive of the two (2).
4. The Flight Attendant shall make the election to change her/his parking allowance upon changing crew bases or residence of record.
5. Claim Form Submittal

In accordance with Company policy, expense claims must be submitted within sixty (60) days of the occurrence.