

## Flight Service Reimbursement Form

Parking/Other

**Name:** \_\_\_\_\_ **AA-ID #:** \_\_\_\_\_ **Base:** \_\_\_\_\_  
 (Please print clearly)

**Telephone #:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

Receipts older than 60-days will not be reimbursed

**Please attach to this form:**

- Original receipts
- HI1, HI3, and/or HI4 to confirm business expense
- Section 6.C.4 – Transportation (HI3 sequence attached)

**Important Information:**

- Expense requests submitted by the 28<sup>th</sup> of the month by 10:00am Central Time will appear on the first midmonth paycheck of the following month. (**\*Please Note**, if the 28<sup>th</sup> of the month falls on a Holiday or weekend, receipts will need to be submitted the day prior). Otherwise, please allow approximately 7 weeks in order for the reimbursement to appear in the next midmonth paycheck.
- Incomplete forms or duplicate receipts will not be processed
- An itemized original receipt is required. An itemized receipt must contain the employee's name, payment dates, covered dates, amount and vendor information
- Any additional fees assessed by the parking facility are the responsibility of the employee; for example: activation, deposits, lost, damage, late, unreturned fees, etc.
- Any parking expense reimbursement request must comply with Corporate Disbursements expense policies AND Flight Service parking policies and procedures
- To access parking facilities information go to: <https://www.aflightservice.com>, select "Job Resources" and under "HELPFUL LINKS" select "Parking Information"

List Each Receipt Separately:

City/Facility/Vendor	*Type	Receipt Date MM/DD/YY	Start Date MM/DD/YY	End Date MM/DD/YY	Amount Paid

\*Parking/Other Type (See Back): 1=Base, 2=Commuter, 3=Short Call Out, 4=Training, 5=Alternate Transportation (Section 6)

Today's Date: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

<b>For Administration Use Only</b>	
<i>Due to income tax returns and payroll tax returns purposes, receipts must be kept at the base for up to 10 years or a minimum of 7 years</i>	
<b>Date Received (Stamp):</b> _____ <b>Processed by:</b> _____ <b>Denied:</b> <input type="checkbox"/> Need Original Receipt <input type="checkbox"/> Active Permit <input type="checkbox"/> Receipt Over 60 Days <input type="checkbox"/> Other-See Below: <b>Notes:</b> _____ _____ _____	
<b>Additional Notes:</b>	

**Parking/Reimbursement Coordinators Information**

BOS-Sheryl DeMaine, 617-634-5352 DFW-Lisa Halliburton, 972-425-5067 DCA-Debra Nelson, 703-419-6523 JFK-Rosa Ellison, 718-487-7829 LAX-John Kreis, 562-472-4172 LGA-Monica Payamps, 718-476-4208 MIA-Sara Rosado, 305-526-1263 ORD-Diane Lesniak, 773-686-8855	MIA-Sara Rosado, 305-526-1263 ORD-Diane Lesniak, 773-686-8855 RDU-Tonya Walker-Smith, 919-840-1515 SFO-Maria Joao Da Cruz, 650-877-6035 STL-Carol Panke, 314-429-9460 CLT-Dan Adams 704-359-3747 PHL- Michele Green 610-362-7281 PHX-Barbara Emery 480-693-3411
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**Flight Attendant Parking Policy - Section 4**

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.

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

**SECTION 6 – CREW ACCOMMODATIONS**  
**C. TRANSPORTATION**

2. At points other than the Flight Attendant's crew base, where the Company's scheduled or prearranged transportation is not available within twenty (20) minutes after such is requested by the Flight Attendant, the Flight Attendant will be authorized to take alternate transportation to the hotel. On overnights scheduled for less than ten (10) hours and thirty (30) minutes, transportation shall be available within ten (10) minutes and the twenty (20) minute wait set forth above shall not apply.

4. At a crew base, a Flight Attendant will be allowed actual transportation charges substantiated by receipts if the flight on which she/he is assigned terminates between 2300 and 0600 as a result of late operation.

**Short Call Out Parking**

When authorized by Crew Schedule, actual expenses for round-trip cab transportation within a ninety (90) minute radius of the airport will be allowed when substantiated by appropriate receipts when a Flight Attendant is called to duty, and agrees to report with less than two (2) hours' notice prior to the scheduled departure of a flight. Exceptions will be considered on an individual basis. In lieu of cab transportation, the Company will reimburse reasonable expenses for short-term parking (i.e., daily parking if available; if not available, hourly parking).

**Parking for Training Purposes**

A Flight Attendant attending training away from base with no active parking permits or parking reimbursement applicable for the training period.