

representative, any pay lost because of the release from duty shall be paid by the Company and the Hotel Committee member shall be provided with positive space on-line transportation to conduct the hotel inspection. Otherwise, the Union shall be responsible for the Hotel Committee member's flight pay loss. The Company shall provide positive space transportation for one (1) Union Hotel Committee member for all hotel inspections.

B. LODGING

1. The Company shall provide a comfortable, safe and clean single occupancy hotel room to a Flight Attendant when:
 - a. a Flight Attendant has a scheduled or unscheduled layover;
 - b. scheduled ground time exceeds four (4) hours (block-to-block);
 - c. unscheduled ground time is projected to exceed four (4) hours (block-to-block);
 - d. on an "On-Duty All-Nighter (ODAN) sequence with ground time of four (4) hours or more, block-to-block, the room will be scheduled when the sequence is constructed.
2. A Flight Attendant on a sequence containing an ODAN duty sequence shall be provided overnight accommodations at an airport hotel if one exists and provided such property is consistent with the comparable properties used for short overnights. If an airport hotel is not available, the Company shall work with the Union Hotel Committee to select a suitable hotel for such ODANs as close to the airport as possible.
3. In selecting hotels, the Company and the Union Hotel Committee shall consider the following:
 - a. Hotels with twenty-four (24) hour restaurants or room service with discounted crew menus or twenty-four (24) hour transportation service to nearby restaurants;
 - b. Hotels with rooms for Flight Attendants as follows: on the second or higher floor, on the same floor, with queen or king-size beds, with doors that open to an indoor hallway and are removed from elevators, ice machines, and other noise sources, and have effective sound-proofing; are away from stairwells and emergency exit doors; with effective blackout curtains, self-controlled quiet heating and air conditioning systems and on non-smoking floors (individual crew members may request to be assigned to smoking rooms based on availability);
 - c. Availability of a separate crew sign-in sheet and crew rooms that will be immediately available upon arrival of the crew;
 - d. Hotels with unblocked telephones, free local calls, no charge for making toll-free calls and no long distance access charges, free hairdryers, coffee-makers, irons and ironing-boards;
 - e. Free high-speed or Wi-Fi internet access;
 - f. Safe and secure transportation for the crew members and their luggage;
 - g. Hotels with adequate guest security;
 - h. Hotels with exercise facilities;
 - i. Responsiveness to concerns raised;

- j. Problems with current renovation or construction; and,
 - k. Non-stop transportation to and from the airport.
4. In the event that regularly assigned lodging is not available or if the crew is diverted to other than the scheduled layover, the Company shall provide other like lodging. If the Company is not able to secure like lodging, the Flight Attendant will be allowed reasonable, actual expenses for other like lodging, substantiated by a receipt.
 5. If a hotel with an existing contract is undergoing renovation or construction, the Union Hotel Committee and the Company will, upon request of the Union, meet to determine the suitability of the hotel in situations where the renovation interferes with crew rest or safety.
 6. Flight Attendants will be offered the same hotel list as Pilots unless the Union Hotel Committee objects to a particular hotel, in which case Paragraph B.3 will apply.

C. TRANSPORTATION

1. The Company shall provide transportation at all layover stations.
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.
 - a. The expense for the transportation shall be paid by the hotel, or
 - b. If the hotel refuses to pay for alternate transportation, the Flight Attendant shall pay for the transportation and be reimbursed by the Company or the Company may provide a cab voucher.
 - c. Reimbursement shall be made on the paycheck containing the pay exceptions for the month following the submission of the expense. The Company may require receipts to be submitted from a Flight Attendant seeking reimbursement.
3. 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).
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.
5. At a crew base where there is an employee bus service scheduled, a Flight Attendant will be allowed actual parking charges for a non-premium public parking area when substantiated by a receipt if the employee bus transportation is not available (not scheduled to operate) during periods when flights terminate or originate including the reporting period.