GETTING STARTED...

In order to protect your travel privileges, it is important that you and your eligible dependents understand and adhere to the guidelines below, so be sure to share this information with them. Deviations from established conduct standards by you or anyone traveling on your travel privileges may result in suspension of travel privileges or disciplinary action. If you have any questions concerning travel privileges or procedures, please contact your supervisor or refer to the Pass policy section in System Regulations section 6.000, or email employee.travel@alaskaair.com.

Let's get started!

There are two travel programs that Alaska Airlines’ active employee gets to participate in. They are the Standard Travel Program and the Employee Choice Program.

The Standard Travel Program is a privilege given to active Alaska Airline’s employee and their qualified dependents – spouse, domestic partner, dependent children, and parents. See “Who is eligible to travel under my benefits” for definitions. It allows for unlimited travel anywhere Alaska Airlines and Horizon Air flies.

The Employee Choice Program is designed to extend your travel privileges to other family and friends, including EDGs, who do not fall under the qualified dependent category with a limited allotment of extra travel credits.

Let’s break them down so you can see how to start enjoying these great privileges.

STANDARD TRAVEL PROGRAM

When am I eligible to travel on Alaska Airlines & Horizon Air?

You and your dependents are eligible for unlimited, pleasure travel on both Alaska Airlines and Horizon Air after 30 days of service. Travel privileges may be used for pleasure travel only.

Who is eligible to travel under my benefits?

As an employee of Alaska Airlines, you, your legal spouse or registered domestic partner, your dependent children, and parents are eligible for travel privileges. Forms are available on-line at AlaskasWorld.com under Manuals/Forms.

Spouse or Domestic Partner

To register a qualified domestic partner for travel privileges, you need to complete and sign a Spouse/Domestic Partner Affidavit and provide a domestic partner certificate and proof of joint debt.
**Dependent children**

“Dependent children” includes your natural and legally adopted unmarried children, children of domestic partners and stepchildren, if they are at least 50% dependent on you for support and residing permanently with you. Dependent children between the ages of 19 and 23 must also be full-time students to be eligible for most off-line travel privileges. Refer to the pass policy section for specific dependent age requirements. On Alaska and Horizon, dependent children ages 19 up to their 26th birthday may travel as long as they are a full-time dependent student, and a student affidavit and current school registration is on file. It is the employee’s responsibility to provide a current student registration in January of each year verifying that the dependent is a full-time student. The employee must advise the Travel department when a dependent is no longer eligible.

In order to remain eligible for non-taxed (age 18-22) or taxed (age 23-25) space available travel privileges, a dependent must be enrolled in school full-time for at least 5 months of the year of eligibility.

**Parents**

Parents include your birth parents, legally adoptive parents, or stepparents who are legally married to your natural parents. Parent-in-law (your spouse’s parents) are not eligible. An employee who has both parents and stepparents cannot request travel privileges for more than any two parents during a calendar year. When choosing parents you are not restricted to one pair or the other, but only two parents are allowed during a calendar year. Depending on our interline agreement, many carriers also offer travel to parents.

**Foster and Guardian Relationships**

Foster or guardian children or employee’s foster parents or legal guardians require legal documentation and approval before being added as an eligible dependent. In the case of adopted, legal wards, dependency and residency, as applicable, must have been established prior to the child having reached 19 years of age. Legal documentation substantiating this relationship must be submitted to Employee Travel SEASP, along with a Stepchild/Legal Ward Affidavit.

**Identification**

Employees and dependents over the age of 18 years must present government-issued photo ID such as a driver’s license or passport. Whenever you travel as a non-revenue passenger you will need to present your employee photo ID badge at check-in. Dependents will need to present their dependent ID. All dependent ID cards may be printed by accessing the PET website and clicking on the link “Print your Dependent ID Cards”.

Dependents include spouse, domestic partner, dependent’s children, domestic partner’s children, and parents. An Employee Designated Guest (EDG) must present their Alaska Airlines identification along side photo ID during check-in. Limited allotment Retirees and their dependents can also print identification cards from their PET account.

For travel to and from Mexico or Canada or any other destinations outside the USA, proof of citizenship is also required for every traveler. A passport is the identification needed for Canada and Mexico, and is required for other international destinations. For children under the age of 18 traveling internationally or for additional information, please contact the International Desk or Reservations for further documentation requirements.

**Note:** Without your employee, retiree and/or your dependent’s ID card, along with proper government photo ID, you and your dependents will not be able to travel.
How much does it cost me?

Coach travel is complimentary, and a $16 one way for First Class upgrade applies, plus applicable taxes & fees. An upgrade charge will apply for any segment flown in First Class, including upgrades due to seat availability. If you do not wish to upgrade, you always have the option of waiting for a flight that has Coach seats available. When you accept a boarding pass with a First Class seat assignment you are accepting the First Class fee. Children under 8 years of age are not eligible for first class cabin.

When traveling to Mexico and/or Canada, there will be additional taxes & fees added to your travel costs. These taxes and fees do fluctuate and are subject to change. For information regarding these rates, please contact accounting at Employee.Pass.Charge.Inquire@Alaskaair.com.

IRS guidelines require travel used by Domestic Partner’s be taxed using the imputed income process. See “What is Imputed Income” below.

How do I pay?

**How do my eligible dependents and I pay for the upgrades, service charges, and applicable taxes?**

All upgrades, service charges, imputed income amounts and applicable taxes are payroll deducted from the employees’ paycheck. Travel charges are detailed on the ETCH (Employee Travel Charge) site. This is located on Alaskasworld.com under Benefits/Pay, Itemized Travel Charges. The turn around time for most travel deductions is a couple of weeks for payroll processing.

Retirees, VSI and Early Out employees will be sent an invoice from Statistical Accounting for any upgrades, service charges, imputed income amounts and applicable taxes.

Should an error occur on travel charges, or general travel related charge inquiries - contact the Statistical Accounting Department at (206) 392-7513 or email Employee.Pass.Charge.Inquire@alaskaair.com

What is Imputed Income?

The IRS requires employers to add non-cash compensation to an employee’s taxable compensation under a number of circumstances. This mandatory addition of non-cash compensation is commonly referred to as “imputed income.” The fair market value of flight privileges extended to an employee’s registered Domestic Partner, EDG, or Companion, less any cash contributions paid by the employee, will be added to the employee’s income. Imputed income, along with all other taxable compensation, is subject to employment withholding taxes at the applicable rates even though it is non-cash compensation. Therefore, it is likely that the employee will have an increased liability without an increase in cash compensation.

**For example:** The imputed income (10% of the YASR1 type fare for the routing used), plus the First Class service charge if applicable. If the Domestic Partner/EDG/Companion travels in Coach SEA/SFO one way, the YASR1 fare SEA SFO as of March 2011 is $292. The imputed income that is taxable to the employee is $29. (That $29 is the amount you are taxed on and NOT the amount deducted from your gross earnings). You will see this $29 imputed income on your payroll check stub, and withholding tax and Social Security taxes on this amount will be deducted from your gross earnings.

<table>
<thead>
<tr>
<th>One way YASR1 Fare SEA SFO</th>
<th>$292</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imputed Income (Value reported as Income)</td>
<td>$29 (10% of OW pass)</td>
</tr>
<tr>
<td>(Supplemental Federal tax, FICA, Medicare) + state taxes where applicable</td>
<td>$9.47 (32.65% of $29)</td>
</tr>
</tbody>
</table>

Please note this example does not include state taxes.
$9.47 is an estimate of what an employee can expect to see deducted from their paycheck, once travel has occurred.

**How do I travel?**

All eligible employees and their qualified dependents are called Non-Revenue passengers. All non-revenue travel is space available, which means you will “list” and stand by for your desired flight, rather than book a confirmed reservation. If there are seats available after revenue passengers have been accommodated, standby passengers are then boarded in order based on their seniority and boarding priority.

**List for your flight.**

Listing for flights is required for all travel. While there will continue to be several different ways to list, the preferred way to list on an Alaska Airlines or Horizon Air flight is via PET: Paperless Employee Travel; under the travel tab at PET via Alaska’s World. The PET website not only allows an employee and their dependents to list for a flight, but also allows for convenient and quick access to flight information such as flight numbers, times, aircraft equipment, along with flight availability and non-revenue listings. Once you’re logged on, just follow the prompts to check availability and list for your preferred flight. It’s required to list in advance for a flight.

If you don’t have access to the web, you can list yourself, dependent or companion pass traveler or to inquire about travel information call reservations at (800) 252-7522. Please call Reservations as a last resort. In addition, please identify yourself as an Alaska Airlines employee and/or a dependent and always ask if the Reservation Agent has time to assist you. Reservations is a great resource but they are not your personal travel agent, so be prepared and have all your flight information ready.

**Dress Code**

Good grooming and appropriate attire reflects on you and your dependents as well as Alaska Airlines. The dress code on both Alaska and Horizon is casual and the requirement is simply a neat and well-groomed appearance. Neat, clean jeans, Bermuda-length shorts, and “office casual” clothing are acceptable.

T-shirts, cut-off jeans, sweatshirts, exercise clothing, short shorts, bare midriffs, clothing that is soiled or tattered and bare feet are never acceptable. Customer service agents may deny boarding to non-revenue passengers who do not adhere to established dress codes.

Standards vary for each airline. When traveling as a non-revenue passenger on another airline please check with the operating carrier for dress code requirements when you list for your flight. You can also view other airline travel guidelines and procedures at www.flyzed.info.

**Regulations**

Non-revenue on-line and off-line passes and reduced rate tickets are valid for pleasure/vacation travel or for travel on Alaska Airlines business. Alaska Airlines EMPLOYEES (not dependents) may also use on-line and off-line travel privileges to commute between their place of residence and place of employment with Alaska Airlines. Employees, retired employees or eligible family members are not authorized to use on-line or offline non-revenue and reduced rate tickets for any of the following types of travel:

a. Travel in connection with any private business venture.

b. Employees are not permitted to list for standby on the same day and same routing in which they hold – or previously held – confirmed space. Routing includes same origin and destination, co-terminals are permitted. This includes the CET program, Mileage Plan ticket or Positive Space Travel.
c. Travel for which the passenger will be reimbursed.

d. Travel that is contrary to the best interests of Alaska Airlines. This includes, but is not limited to: Travel in connection with picketing against the company, political lobbying on issues that could harm the company or any activities that further the interests of a competitor.

e. Any commuting between place of residence and place of employment in connection with any employment other than Alaska Airlines.

Violation of any of these provisions by an eligible family member or guest will be treated as a violation by the employee.

1. Willful misrepresentation in obtaining non-revenue or reduced rate passenger or cargo transportation, or misuse of such privileges, will subject the employee who requested the transportation to disciplinary action which may include dismissal from Alaska Airlines. Transportation obtained through misrepresentation shall be charged to the person procuring it at the full rate.

2. Employees who contribute to, or fail to report, the misuse of pass privileges will be subject to disciplinary action.

3. Circumvention of Employee Travel will result in suspension or possible revocation of your pass privileges. Under no circumstances may any employee contact another airline to obtain a pass. Neither should you contact another airline to determine your eligibility or question any procedures concerning pass processing. The Alaska Airlines Employee Travel is the final authority concerning your travel privileges. Other airlines may allow travel benefits that are contrary to Alaska’s policy, and in these cases you will be guided by the rules of our Company.

4. Employees should not discuss pass privileges with, or reveal them to, any non-airline personnel. All employees are responsible for ensuring that other eligible family members and guests understand the importance of being discreet and that they comply with this requirement. Failure to comply may result in suspension of all pass privileges for the offending person and/or the employee.

5. Questions concerning pass policy should first be referred to your local supervisor who may contact Employee Travel for you.

**Board Room**

Alaska Air Group employees can buy day passes or an annual membership to Alaska Airlines’ five Board Rooms. This includes employees traveling on a revenue ticket, a non-revenue ticket, on positive space, for business, and on a Confirmed Employee Ticket. The Board Rooms are in Anchorage, Seattle, Portland, San Francisco and Los Angeles.

Access to the Board Room is restricted to employee members flying as passengers the same day on revenue tickets or non-revenue pass privileges. A valid boarding pass for same-day travel must be presented for access. Employees may not access the room in uniform or while wearing airline airport badges. Retirees are eligible while traveling on a revenue ticket, a non-revenue ticket and positive space travel.

Board Room concierges are dedicated to serving confirmed passengers and cannot provide any information to employees regarding standby status. The Board Room offers a quiet haven when waiting for a flight, as well as food and beverages, free WiFi access, private work stations and business equipment. Board Room members are allowed to bring immediate family (spouse/domestic partner/ and children 21 and under) or up to two guests traveling with them into the room at no charge. Dependent children over 21 are eligible as a guest only. Members also have access to more than 50 affiliate airline club rooms around the world.
Company computers used by concierges may not be used by non-Board Room employees. Please bring your own computer or mobile device to connect to the Board Room complimentary WiFi. Employees must refrain from talking about company business while in the room.

Board Room memberships and Day Passes may not be submitted as a company expense. Employees must comply with the Alaska Air Group Code of Conduct and Ethics while using the Board Room membership. The Board Room reserves the right to enforce a maximum stay policy of three hours to prevent overcrowding.

Additional Board Room membership policies and guidelines can be found online at www.alaskaair.com/boardroom.

**Board Room Fees**

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Fee</th>
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<tbody>
<tr>
<td>New One Year Membership</td>
<td>$450*</td>
</tr>
<tr>
<td>New One Year MVP Membership</td>
<td>$375**</td>
</tr>
<tr>
<td>New One Year MVP Gold/75K Membership</td>
<td>$295</td>
</tr>
<tr>
<td>One-Day Pass</td>
<td>$45</td>
</tr>
<tr>
<td><strong>$100 initiation fee is included</strong></td>
<td></td>
</tr>
<tr>
<td><strong>$50 initiation fee is included</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Additional $250 per year to add a spouse/domestic partner to the membership.*

**Check in**

When possible, check in for your flight 1 to 24 hours before departure via alaskaair.com, the mobile alaskaair.com website, or the free app available for iPhone or Android smart phones. You can also check in at the airport at a self-service kiosk. You will need your confirmation code, or last name and flight number to check in.

If you do not obtain a seat on a domestic U.S. flight, your bags will remain on the original flight and be held in a secure location at the destination’s baggage service office. You can request that the bags be returned to your location on a later flight. Keep items that you may need (medication or other essentials) in a carry-on bag that remains in your control. If you do not obtain a seat on an international flight, your bags will remain in the international gateway city. Let the gate agent working your international flight know if you wish to have your bags transferred to another flight or reclaimed.

When checking in on alaskaair.com or at an airport kiosk, you will receive a paper boarding pass. If you check in via the mobile alaskaair.com website or an app, an electronic boarding pass will be stored in your mobile device. You may check in again at an airport kiosk to obtain a paper boarding pass, if necessary.

Depending on anticipated flight loads, you may obtain a seat assignment upon check in, or you will be added to the priority list to be assigned a seat at the gate if one becomes available. Either way, you will be issued a boarding pass in order to enter the security checkpoint.

As an Alaska non-revenue passenger, you can change your listing to an earlier or later flight on the web or kiosk.

Arrive at the airport 1.5 to 2 hours before your flight’s departure (check alaskaair.com to find the recommended arrival times). Once you have your boarding pass (paper or electronic), go directly to the security checkpoint for screening before going to your gate, unless you have bags to check. If you designated bags to check during your check-in process, go to a counter position labeled “Pre-Paid Bag
Drop.” The agent will scan your boarding pass and tag your bags, and then you can proceed to the security checkpoint.

**What to Expect at the Gate**

An agent will arrive at the gate 60 minutes prior to flight departure.

Non-revenue travelers must be checked in and available to board at the designated boarding gate at least 40 minutes prior to the posted departure time.

You do not need to check in with the gate agent. As long as you checked in for the flight, the agent knows you are standing by and will assign seats to you if they become available.

In stations with gate information display screens, the priority list is displayed so you can see where you are on the list. The first three letters of the last name and first initial of each standby passenger’s name is shown in the order that seats will be cleared. Stations that do not have display screens at the gate usually post a printed copy of the standby priority list at the gate podium.

**Etiquette at the Gate**

Non-revenue passengers are expected to be courteous and considerate of airline personnel and other passengers in the airport.

Do not expect or request special treatment or favors from the gate agent because you are an airline employee or dependent. The agents will do their best to fulfill seating requests or other services that other passengers are entitled to, but cannot guarantee requests from non-revenue passengers. Their focus is ensuring a safe and on-time performance.

**Boarding Priorities**

Seats are assigned based on the boarding priority of each customer and non-revenue traveler on the priority list.

Space Available boarding priority on Alaska flights and SkyWest doing business as Alaska Airlines.

- E0Y – OO Dedicated Employee & Dependents on OO operated flights
- E1Y – AS Employee, Dependent, Companion, or Parent with employee
- E2Y – AS Retiree
- E3Y – AS Parent without Employee
- E5Y – QX Employee, Dependent, Companion, AS/QX EDG, or QX Retiree
- E6Y – AS/QX Guest Pass Traveler

Space Available boarding priority on Horizon Air flights.

- X1 – QX Employee, Dependent, Companion, Parent with employee
- X2 – QX Retiree
- X3 – QX Parent without employee
- X5 – AS Employee, Dependent, Companion, AS/QX EDG
- E6Y – AS/QX Guest Pass Traveler

**Thru Flight**

Alaska thru flights standbys (same flight number with a stop).
A non-revenue "true thru" traveling on priority code A1-B5 may not be bumped, unless they volunteer.

The following non-revenue "true thru" customers may be bumped to accommodate local customers:

- Priority codes C1-C4 will be bumped to accommodate "OS" customers or priority codes A1-B5.
- Priority codes D1-E5 will be bumped to accommodate local revenue customers or priority codes A1-C4.
- Priority codes E6 and below will be bumped to accommodate local revenue customers or priority codes A1-E5.
- Priority codes E7 and below will be bumped to accommodate local revenue customers or priority codes A1-E6.

Horizon Air thru flights standbys (same flight number with a stop).

A non-revenue "true thru" traveling on priority code Q1-Q4 may not be bumped, unless they volunteer.

The following non-revenue "true thru" customers may be bumped to accommodate local customers:

- Priority codes T1-T4 will be bumped to accommodate "OS" customers or priority codes Q1-Q4.
- Priority codes X1-X5 will be bumped to accommodate local revenue customers or priority codes Q1-T4.
- Priority codes E6 and below will be bumped to accommodate local revenue customers or priority codes Q1-X5.
- Priority codes X8 and below will be bumped to accommodate local revenue customers or priority codes Q1-E6.

**Boarding**

In general, boarding begins up to 40 minutes prior to departure.

Once you have a boarding pass, you may board with other passengers. You do not have to wait until all other passengers have boarded.

**Texting Tool**

Employees can receive information on their seat priority, flight information, and seat counts by flight simply by sending a text message via their mobile device. You cell phone number must be saved as the phone type "mobile" in PeopleSoft Self Service (under Personal Information then Phone Number). Only one number can be listed.

Here’s how it works:
The texting application is available for use within 24 hours of flight departure time. The phone number to text to is 206-801-0044.

**Seat Priority:** After you check in, text the confirmation code obtain your priority and information about open seats.

Text example: ABCDEF

Text returned:
[AS101 SEA-ANC Apr19]  
Gate C11 @3:45p;  
UR #3 on standby;  
Seats Open: 1/131-Y 0/12-F  
Rev Chked-in: 130-Y 12-F;  
NR Chked-in: 10  
All Standby: 10;  

**Seat Counts by Flight:** Texting the date, station code, and flight number will give flight loads for that flight.  

Text example: 0419SEA101  

Text returned:  

[AS101 SEA-ANC Apr19]  
Gate C11 @3:45p;  
Seats Open: 1/131-Y 0/12-F  
Rev Chkd-in: 130-Y 12-F;  
NR Listed: 11  

**Flight Lists:** Texting the city pairs by station code will give the next 12 hours of flights.  

Text example: SEA ANC  

Text returned:  

[Next 12hr Flts SEA-ANC]  
flt#101 @3:45p;  
flt#109 @6:55p;  
flt#107 @8:15p;  
flt#103 @9:25p;  
flt#731 @10:20;  
flt#121 @11:45;  

**Help:** Text “help” for assistance with the necessary text format and what the abbreviations mean.  

- Note that any number of spaces is allowed between city codes, and any number of spaces between request items is allowed.  
- Returned message(s) will only contain flights that haven’t yet departed.  
- Requests received prior to check-in will not contain seat priority information, but will contain current seat counts.  
- Requests received before a flight opens for check-in will not return any information – be sure to wait until 24 hours prior to flight departure.  

**In Flight Etiquette**  

Non-revenue passengers are expected to be **courteous and considerate** of airline personnel, and especially revenue passengers who make travel privileges possible. Every effort will be made by the customer service agents to accommodate you on your desired flight, but revenue passengers always have first priority. Inconveniences, such as flight delays, being asked to relinquish your assigned seat or being denied a meal should be accepted quietly and graciously. In all instances, standby passengers
should sit in their assigned seat and not request that other passengers relocate for your convenience. There is a possible chance that you and your loved ones may be separated on the plane, so either prepare for this or take another flight that would better accommodate your needs.

Meals

Meals and DigE players (inflight entertainment devise), in the main cabin are available for purchase on flights more than three and a half hours long. Meals and DigE players are complimentary in the First Class cabin.

Reminder in Coach Class: Meals, if available, are for purchase at a small fee using your credit or debit card (this also applies to DigE players). Please refrain from asking the flight attendants to ‘comp’ alcoholic beverages, onboard meals or DigE players.

Travel privileges should not be discussed with anyone who is not eligible to receive them, especially full-fare passengers. Please refrain from discussing company business onboard the aircraft and never discuss rumors and/or company problems in front of our customers. (This also applies when you sit in the jumpseat).

EMPLOYEE’S CHOICE PROGRAM (EC)

With the Employee’s Choice Program, employees can design their own travel program. Each employee on the active payroll on December 31st, will receive 20 one-way Employee Choice Program travel credits for use between January 1st and December 31st. of the following year.

Companion travel - For use by the employee, spouse or domestic partner to travel with a person normally-not-eligible for travel privileges. The employee, spouse or domestic partner must travel with the companion at all times. Companion travel may not be used by dependents, parents or the EDG to accompany a companion. Companions travel paperless and must be listed with the employee or spouse/domestic partner on the PET site by typing in the companion name(s) in the appropriate area.

Guest Pass –

For use by anyone of the employee’s choosing to purchase a 90% reduced rate pass on Alaska and/or Horizon. A Guest Pass Discount Code (generated when redeeming a employee choice credit in your PET account) is used to book and purchase a reduced fare standby ticket on www.alaskaair.com. Follow procedures for electronic guest pass redemption through the PET website. Guest pass travelers can refer to -http://www.alaskaair.com/as/www2/help/faqs/Guest-Pass-QA.asp for questions and answers. Please do not list your guest through the PET web site as this will deduct an additional credit. See Guest Pass section for more information.

Employee’s Choice Program Allotment

Newly hired employees will receive a pro-rated number of Employee Choice credits based on their hire month. For example, employees hired in January will receive their credits in February, after 30 days of work.

- Employees newly hired in December will receive 20 one-way credits in January.
- Employees newly hired in January will receive 18 one-way credits in February.
- Employees newly hired in February will receive 16 one-way credits in March.
- Employees newly hired in March will receive 14 one-way credits in April.
- Employees newly hired in April will receive 12 one-way credits in May.
- Employees newly hired in May will receive 10 one-way credits in June.
Employees newly hired in June will receive 10 one-way credits in July.
Employees newly hired in July will receive 8 one-way credits in August.
Employees newly hired in August will receive 6 one-way credits in September.
Employees newly hired in September will receive 4 one-way credits in October.
Employees newly hired in October will receive 2 one-way credits in November.
Employees newly hired in a November, will have to wait to receive their full allotment of credits in January.

More Basics on Employee Choice and Credits . . .

Each of the credits you receive is valid for one-way travel. Two credits are required for each round-trip. “One way” is considered as one destination via the most direct routing. Travel on both AS and QX are considered as the same one-way allotment when used for travel to one destination.

Credits and travel privileges are valid for travel only when the employee is on the active payroll. They cannot be used when an employee is off the active payroll for more than 30 days, or has terminated their employment with Alaska Airlines.

Employees must comply with the policies and procedures of stand-by travel, as set forth in System Regulations., Section 6.000, and must ensure the good conduct of anyone using their travel privileges.

Credits are valid for travel between January 1st and December 31st. Unused credits will expire on December 31st. You have the option of redeeming any unused credits on or before December 31st, 12 midnight PST, for Guest Pass travel. Credits cannot be carried over or used in the next eligibility period.

By use of the Employee’s Choice Program, the employee authorizes any and all service charges, transportation taxes, International travel taxes and fees, and withholding taxes on Companion travel and imputed income (EDG travel), to be payroll deducted from the employee’s paycheck.

Employees that retire during the program year may use remaining EC credits through December 31st. Qualified retirees will receive an annual allotment of 10 one-way credits valid for both guest pass and companion travel beginning January 1st of the following year.

Let’s take a look at each of the different options separately:

Employee Designated Guest (EDG)

Travel used by the EDG is part of the Employee’s Choice Program (EC) allotment, and is limited to the available number of credits held by the employee, not to exceed the 20 one-way credits allotted to each employee. Each Employee Choice credit is valid for one-way travel, to one destination on Alaska or Horizon’s route system (en route stops are not permitted). Travel may only be used by an Employee’s Designated Guest who is registered and holds an EDG ID card.

For example, if an employee who has selected an EDG uses 12 one-way EC allotments for their EDG to travel, they will have 8 remaining one-way EC allotments that can be used for their choice of Companion or Guest Passes.

Employees who choose to have an Employee Designated Guest (EDG) have forfeited the dependent eligibility for a spouse or domestic partner. An employee may designate an EDG for limited travel privileges. Please see the Employee’s Choice section for further information.

Here’s some helpful information to help guide you and your EDG when traveling:
- The EDG may travel without the employee.
- EDG’s are eligible for travel only on Alaska Airlines & Horizon Air. Due to the terms of our interline agreements and IRS tax restrictions that govern the use of free and reduced rate travel, EDG’s are not eligible for travel on other airlines.
- EDG’s must be registered with Employee Travel prior to using travel privileges. Once registered, the employee may print an EDG identification card from their PET account. This card must be presented whenever the EDG travels.
- Travel for business purposes is not allowed or to be conducted by an EDG.
- The boarding priority for the EDG to travel on Alaska is E5Y; on Horizon it is X5.
- An employee traveling with an EDG should use Companion Travel credit(s) for themselves and the EDG so the EDG has the same boarding priority as the employee (E1Y) when they travel together.
- You can designate your EDG once each year, during the month of November for the next eligibility period beginning January 1st.
- Once designated you will not be permitted to change your EDG until the next eligibility period, which is January 1st of the following year.
- If you designate an EDG and they become your spouse or domestic partner during the eligibility period, they will be changed to spouse or registered domestic partner status and become eligible for normal spouse travel privileges.
- If you are a married employee or have a registered domestic partner and choose an EDG, your spouse/ domestic partner will not be eligible for on-line or off-line travel.
- An EDG is not eligible for emergency or termination travel.
- If your EDG becomes unable to travel for any reason, or if you become estranged from your EDG and no longer want them to use your travel privileges, you can delete them at any time. Keep in mind however, you will not then be able to name a different EDG until the next enrollment period, January 1st of the following year.
- Just as for the employee, an EDG is charged $16 for a First Class upgrade, plus applicable transportation taxes and fees.
- Also, withholding tax based on the imputed income (see definition of imputed income above) value of the EDG’s travel as well as the First Class Service charge (if applicable) will be payroll deducted from the employee’s paycheck.
- No stopovers allowed.

**Companion Travel**

Companion travel can be used by you or your spouse or registered domestic partner, for travel with a companion of your choice. Companions may not travel unaccompanied, they must travel with you, your spouse or your domestic partner on all segments of the flight. Dependents, parents and EDG’s are not eligible to travel with companions.

Each Employee Choice credit is valid for one-way travel with one companion in coach class or the first class cabin, to one destination on Alaska or Horizon’s route system (en route stops are permitted). You can travel with more than one companion at a time by listing via PET. Employee Choice Credits are not deducted for companion travel until travel is completed. If you are accommodated in the first class cabin, you and your companion will be charged the first class service charge of $16 one-way for each person and the imputed income for the companion (based on 10% of the YAS type fare).

Withholding taxes based on the imputed taxable value of the companion coupons will be payroll deducted. Any additional taxes and fees for travel to Mexico and Canada will also be payroll deducted for you and your companion.

Here are some other things to keep in mind when using companion travel:
Boarding Priorities:

- Travel on Alaska - E1 (year of hire)
- Travel on Horizon - X5 (year of hire)
- Valid for coach class or the first class cabin.
- Listing is completed on the PET (Paperless Employee Travel) site.
- A working crew member may not bring an unaccompanied minor (12 years of age or under) or a companion on a flight on which they are working as a pilot or flight attendant. This includes any child 12 years of age or under who is not accompanied by another non-working adult responsible for their care, and who is flying non-revenue as an eligible dependant of the crew member, using companion travel of the crew member, or using a Guest pass of the crew member.
- Credits for companion travel will be deducted after travel is completed.

Companion Q & A

What is Imputed Income?
See definition under “Standard Travel Program” above.

I live in SEA and my sister lives in ANC. I want to take her to Mexico with me. Do I have to travel to ANC to begin travel with her or can she just meet me in SEA using a companion ticket?
You must travel SEA-ANC using a regular employee pass. Begin travel in ANC with your sister on a companion pass and travel to Mexico-don’t forget your suntan lotion. On return you will travel from the originating Mexico city-to ANC with sister on companion ticket and travel ANC-SEA on regular employee passes.

Can the companion who is traveling with the employee on a companion pass take a child under the age of two with them?
Yes, as long as the child is under 2 years of age and is not ticketed. The child may travel with the companion and the employee as a lap child.

Can a qualified employee travel in the jumpseat when traveling with a companion?
Yes, list in PET with your companion traveler. If there are not enough seats to accommodate you both in the cabin, the qualified employee may travel as a jumpseat rider.

Can a companion travel with a flight crew member, i.e. pilot or flight attendant who are on-duty working the trip that the companion wants to travel on?
No, the intent of the companion pass was to allow an employee to travel on pleasure and take the companion of their choice along. If the flight crew member was working a full or overbooked flight, the companion may not be boarded if Denied Boarding Compensation (DBC) occurs. This could create an uncomfortable situation for the companion. The next available flight may not be for hours but the crew member would have to leave the companion behind and work their assigned flight. The companion who may not be familiar with non-rev travel etiquette could create problems for themselves or the employee if they become demanding. By having the employee travel with the companion on pleasure and not allowing them to work the flight is the best solution for all concerned. This would be the best way to handle this situation by not allowing it to occur in the first place.

Can any of my eligible dependents travel with a companion?
No, only the employee, spouse or registered domestic partner is eligible to travel with a companion.

Guest Pass Travel

A Guest Pass (GP) may be given to anyone of your choosing, and you are not required to accompany your guest when they travel. Your guest can purchase a Coach space available, 90% reduced rate ($25 OW minimum fare plus tax applies) ticket between any two cities served by Alaska Airlines and Horizon Air or PenAir (DUT only) and SkyWest doing business as Alaska Airlines or a combination if required for
travel to one destination. Based on published fare routings on www.alaskaair.com (excludes EasyBiz). Each GP can be used for one-way travel and may include one stopover as long as it falls within the natural routing of the itinerary. If a fare is not published between origin and destination, two or more Discount Codes are required for travel. The GP is not valid for travel on any code share flights. Once issued, the ticket is valid for 90 days.

Follow procedures for electronic guest pass redemption through the PET website. Guest pass travelers can refer to -http://www.alaskaair.com/as/www2/help/faqs/Guest-Pass-QA.asp for questions and answers. Please do not list your guest through the PET web site, as this will deduct an additional credit.

Helpful information:
1. Go to the PET (Paperless Employee Travel) website on www.alaskasworld.com. An employee will be able to redeem a one-way GP online. A Discount Code is generated and a certificate is created that you can either email to your guest or print. Once redeemed, the credit is immediately deducted from your PET account.
2. Guest Passes are non-negotiable and have no monetary value, other than as specifically set forth on the certificate. Any transfer of GPs must comply with all of the following conditions:
   • The certificate is transferred without charge;
   • The employee knows the recipient;
   • The employee does not receive or anticipate receiving payment for such transfer, whether monetary, or in the form of goods, services, or certificates to purchase goods or services; and
   • The employee does not advertise his or her intent to transfer the certificate in any medium, including but not limited to electronic bulletin boards and online auction sites.
3. An employee who transfers or reproduces this certificate in violation of any of the above conditions will be subject to appropriate action by Alaska Airlines or Horizon Air, which may include permanent revocation of pass privileges or discipline, up to and including discharge of employment.
4. Employees are ultimately responsible for the conduct and behavior of anyone traveling under their travel privileges. Please be sure to educate your guest of proper non-revenue etiquette. Unacceptable behavior by your guest may result in disciplinary action up to and including termination.
5. Employees are ultimately responsible for keeping track of Discount Codes and the use of passes.

Guest Pass Q & A

How long is the GP valid?

The Guest Pass Discount Code can be used to purchase a ticket until the expiration date on the front of the GP certificate. Once issued, travel must be completed 90 days from the original date of purchase. No extensions.

What if I ask for a GP for three travelers, but only two travelers will be traveling?
You can only get the credit back if the traveler(s) notify you they are not using one of your credits prior to purchasing a ticket(s). You will need to redeposit their GP Discount Code into PET and issue them a new code for the appropriate number of travelers. Failure to do so will result in the unused credit being forfeited at the time of ticketing.

Can I redeposit my credits if my guests are unable to use their Guest Pass?

If your guests are unable to use their GP Discount Code and have not purchased their tickets they can return it to you to redeposit in PET. Please be aware, if they use the GP Discount Code to purchase a ticket for less than the number of travelers specified, any unused credits will be forfeited.
Can Guest Passes be changed or reissued?

Wholly unused, tickets may be changed online within 90 days of original ticket purchase date. Any flight changes (e.g. flight number, origin or destination) must be completed at alaskaair.com prior to arriving at the airport. If the original travel date is more than 7 days in the past, then the GP traveler must have the e-ticket number to process the reissue. If they have lost the e-ticket number, you can find it in your PET account. Partially used tickets cannot be reissued or changed, including “multi city” itineraries that have been partially flown.

Can a Guest Pass be refunded?

Unused tickets can be refunded on alaskaair.com within 90 days of the original purchase date. If the original travel date is more than 7 days in the past, but less than 90 days, then the GP traveler must have the e-ticket number to process the refund. If they have lost the e-ticket number, you can find it in your PET account as long as the ticket has not been reissued. Your PET account will only reflect the original ticket number.

Once 90 days has passed, tickets may be refunded up to one year from date of purchase by either emailing refunds@alaskaair.com or calling Reservations at 1-877-677-2566 (AS) or 1-800-547-9315 (QX).

Please keep in mind you will not be able to reuse the Guest Pass credit for a refunded ticket. Once a Guest Pass Discount Code is ticketed, that credit is considered used and not replaceable.

More Guest Pass Q & A…

**What happens if the GP traveler gets bumped on a through flight?**
We encourage the GP traveler to choose non-stop flights whenever possible. They should always keep their electronic ticket number available in case of being bumped.

**Do Guest Passes need to be issued one way?**
Yes, if you want your guest pass traveler to be able to travel round trip, then you will need to redeem two separate discount codes, one for the outbound and one for the return.

**What boarding priority code does my guest travel on?**
The GP passenger uses boarding priority E6Y (followed by the employee’s year of hire) on Alaska and Horizon. IMAGE will sort the standby list in the correct order, even though the E6Y will appear out of order on a Horizon flight list. GP’s are accommodated after AS and QX employees, dependents, parents, retirees, and before other airline employees on pleasure travel.

**Can I use the GP if I terminate my employment with Alaska or Horizon?**
Employees leaving the company in good standing may use the GPs or give them to a friend for use during the validity period that is printed on the guest pass certificate. Please print each certificate, as you will not have access to the PET site to review these once removed from the active payroll.

**What will my guest use for ID when they travel?**
GP passengers must present government-issued photo ID such as a driver’s license or passport. Children under the age of 16 are not required to have a photo ID for domestic travel.

If your guest travels to Canada or Mexico, the additional documentation listed below is required for entry into those countries and must be presented at time of travel:

- Mexico – U.S. Citizens: Passport
- Canada – U.S. Citizens: Passport

If the GP passenger is not a U.S. Citizen, or if they are traveling with children under the age of 18, they should verify what documentation is required at http://www.alaskaair.com/as/www2/help/faqs/internationaltravelinfo.asp
Can a child travel on a GP?
Guest Passes may not be used for children under 13 years old traveling unaccompanied. An adult at least 18 years of age or their legal guardian must accompany children under 13 years old.

Can the Guest Passes be used for co-terminals if seat availability is better?
Guest Passes issued to a city in a co-terminal group may be used into or out of any of the cities in the same group without having the ticket changed.
The following are co-terminals:
   1. San Francisco, Oakland, San Jose, and Sacramento
   2. Los Angeles, Burbank, Ontario, Orange County, and Long Beach
GP passengers should be advised to check baggage with caution when using co-terminal flights; the Company is not responsible for transferring baggage checked to one airport if the passenger ultimately travels to a co-terminal due to flight availability.
Tickets issued for travel to cities that both Alaska and Horizon serve may be used on either airline’s flights.

Can a guest fly First Class?
No. Guest Passes are valid only for Coach Travel.

How is the new GP different than the older paper GP?
All of the benefits of the paper GP have been preserved with the new electronic GP. Some of the improvements include:
   • A Discount Code can be issued for 1 – 6 passengers, so friends/families can check-in together when traveling standby. All guest pass tickets must be purchased at the same time if the guest pass is redeemed for multiple passengers. The discount code is only valid for one time.
   • Good for one-way travel for reissue/refund flexibility.
   • Travelers can now check flight loads and ticket via www.alaskaair.com.
   • Tickets MUST be purchased and reissued/refunded on www.alaskaair.com.
   • Check-in is available via the Web or airport kiosk.

Where did the round-trip option go in PET?
We eliminated the round-trip option to simplify when making online changes and monitoring flight loads. As GP travel is unpredictable, we wanted customers to be able to re-use their credits in the event they are unable to complete travel, on either their outbound or return. This simplifies refunds and changes, so that these tasks can all be performed on alaskaair.com in lieu of having to call Reservations.

How will I know who traveled on my Guest Pass?
PET has new functionality that allows you to see the ticket number and the name of the traveler for each GP redeemed for a ticket. This will help you monitor used and unused credits through PET. You will not be able to see if the GP ticket is reissued or refunded.

Instructions for your Guest Using a Guest Pass
Click on the link below to print out the guest pass instructions.

Employee Responsibility
   • The dress code for GP passengers is a neat and clean appearance. Business casual attire is suggested. Short shorts, torn or tattered jeans, bare feet, halter-tops, exercise clothing, T-shirts or “sweats” are not appropriate.

   • Each employee is ultimately responsible for insuring proper conduct and behavior when their guest travel on Alaska Airlines or Horizon Air and any unacceptable behavior may result in disciplinary action up to and including termination.
• GP passengers should be aware that revenue passengers have first priority for all services. Due to last-minute revenue passenger, a meal may not always be available, and, depending on the available seats remaining at time of boarding, GP passengers may not have their choice of seat assignments.

• In a rare occasion, after boarding, GP passengers may be asked to deplane in order to provide space for a revenue passenger or for a pass rider with a higher boarding priority. If asked to leave the aircraft, the passenger must deplane quickly and without comment. GP passengers who cannot be accommodated on the flight should check with a gate agent to be listed on the next available Alaska or Horizon flight.

• GP passengers must make certain their tickets, baggage, passports and other documentation, are in compliance with rules and regulations of travel to and from that country. Any fines levied against the Company due to a GP passenger being judged inadmissible by any country will be collected from the GP passenger.

• Free baggage allowance is limited to two checked bags and one carry-on bag per ticketed passenger. Checked baggage is accepted with the same limitations that apply to revenue passengers. Name and identification is required on and inside all baggage. Carry-on regulations apply to GP passengers, and all carry-on baggage must fit under the seat or in the overhead bin.

• The Company will not reimburse costs of transportation purchased on Alaska or Horizon or other airlines or related expenses incurred by GP passengers encountering travel delays, nor will they be eligible for meal expenses, hotel expenses or Denied Boarding Compensation (DBC). In the event of flight interruption or non-routine operation, GP passengers will not be accommodated on another airline.

• GP travel is not valid for mileage accrual, and may not be used in conjunction with any other type of discount or upgrade certificate.

• The GP passenger agrees to assume all risk of accident and loss of every character, including personal injury, death, and loss or damage to property, and agrees that the Company shall not be liable for any loss, damage, injury or death, whether caused by the negligence of the Company or its agents or otherwise, the terms and conditions of carriage in the Company’s International Passenger Ticket to the contrary notwithstanding.

• The employee will fully indemnify and hold forever harmless the Company, its officers, agents, and employees from and against all claims and actions brought by GP passengers, and all expenses incidental to the investigation and defenses thereof, based on or arising out of the company’s refusal to board or provide services to the GP passenger, for failure of the GP passenger to comply with all terms and conditions of GP travel, deficiencies in service, delayed, canceled, or overbooked flights, damages to property or checked baggage of the GP passenger in excess of the Baggage Liability Limitation, and damages to property and injuries to persons caused by the acts of a GP passenger.

**More information traveling non-revenue...**

**Change Fees**

Change fees are waived for the employee and their travel eligible dependents when traveling on Confirmed Employee Travel (CET) program, PST or Mileage Plan reward tickets- which can be up to $125 per traveler if it’s within 60 days of travel. This includes the same day change fee of $25.

**Travel Information for Unaccompanied Minors – (5 yrs – 17 yrs)**

The UMNR service fee is waived for UMNR’s who are travel eligible dependent children of Alaska Airlines and Horizon Air employees.
Employee Dependent Children – Non-revenue
1. Travel on Alaska and/or Horizon.
   a. 5 – 7 years- nonstop and direct only.
   b. 8 – 12 years – nonstop, direct and connections.
      *AS Interline Connections are not allowed.
   c. 13-17 years - UMNR status not required but may be requested by parent.
2. Restrictions
   a. Not permitted on flights from 9 pm to 5 am.
   b. Not permitted on a Guest Pass - UMNR's age under 13 (an adult at least 18 years of age or their legal guardian must accompany guest pass children under 13).
   c. Under 16 years not permitted to travel alone on a ZED ticket.

Working Crew Members/Jumpseater and Unaccompanied Minors

A working crewmember or passenger sitting in the jumpseat may not bring an unaccompanied minor (12 years of age or under) on a flight on which they are working as a pilot/flight attendant or flying on a jumpseat pass. This includes any child 12 years of age or under who is not accompanied by another non-working adult responsible for their care, and who is flying non-revenue as an eligible dependent of the crew member, using a companion pass of the crew member, or using a Guest pass of the crew member.

Traveling with Pets

The AVIH (Animal in Hold)/ PETC (Pet in Cabin) fee is waived for AS/QX employees, retirees, VSI, spouses, domestic partners, parents, dependent children, EDG’s (Employee Designated Guests) and companion passes. This applies to space available and confirmed tickets. However, this waiver does not apply to guest passes or other airline non-revenue travelers. Passengers must be 18 years old to travel with PETC (Pet in Cabin). All health requirements need to be met for the animal, check www.alaskaair.com for requirements. When traveling space available, pets will be tagged standby. When the non-revenue passenger clears the flight the animal is also cleared.

For space available travel you can call reservations to see if there is space available for your pet on a flight. When it is less than 24 hours before departure call reservations with your confirmation code at 1-877-677-2566 to confirm your pet, for both AVIH and PETC.

For positive space travel you can call reservations at anytime with your confirmation code to confirm your pet.

Second Seat Policy

The requirement of being able to fit within one seat with the armrests in the down position will apply to every passenger on our aircraft including non-revenue passengers. However, our non-revenue passengers will not be required to purchase or use credits for additional seats. All non-revenue passengers are required to advise the gate agent of their need for a second seat at the gate. If they do, the second seat will be blocked based on their seniority. Since we are not deducting credits for the second seat, a courtesy block will be used on the adjacent seat.

Can AS/QX non-revenue passengers list for the second seat on the PET website?
No. At this time, PET cannot recognize extra seat requests. Non-revenue passengers must advise the gate agent that they are standing by for two seats so the gate agent can provide them with a courtesy block.

If a passenger is traveling on a guest pass, will the customer have to have two guest pass credits?
No, they will not need to use two credits. They will need to self disclose this information at the gate so the gate agent can do a courtesy block.

**Baggage**

Non-revenue travelers will not be charged for the first two checked bags. However, they must pay all excess and overweight charges – as they do today. Employees do not qualify for the “Baggage Service Guarantee” unless using PST or CET. Horizon Air offers the A La Cart service, however carry-on bag 1+1 requirements are the same as Alaska Airlines.

Carry-on bag limitations include one carry-on maximum dimensions are 10” x 17” x24”, and one smaller personal item such as a purse or briefcase.

Non-revenue traveler includes Alaska/ Horizon employees/retirees, spouse/domestic partner, dependents, parents, companions, EDGs, Positive Space Travel (PST) awards, Confirmed Employee Travel (CET), mileage award or regularly priced tickets upon presentation of AS/QX ID or dependent ID (companions exempt). Also includes Guest Pass travelers and other airline employees on space available pleasure travel and confirmed ID50.

On full flights, a customer service agent may ask non-revs traveling for pleasure to gate check their carry-on bags prior to gate checking carry-on bags for our revenue customers. This provides the benefit of speeding up the boarding process and allowing sufficient space in the overhead bins for our revenue customers to stow their items. Items that are small enough to fit under the seat will not be checked.

**WHAT HAPPENS TO YOUR TRAVEL PRIVILEGES IF YOU GO OFF THE ACTIVE PAYROLL**

**Travel Privileges While on Leave of Absence**

Employees who are off the active payroll for more than 30 days are generally not eligible for normal travel privileges. If you are on an approved leave of absence, you are eligible for one term pass within the first 30 days after you’re off the active payroll (See “Termination Travel” for details). Note: Access to the PET system and off-line travel can be delayed for 24-48 hours after your return paperwork has been entered into the PeopleSoft system.

Employees on an approved Maternity/Paternity or Adoption Leave, receive 12 consecutive weeks on on-line travel beginning as early as the doctor deems the employee not able to work or as late as the birth of the baby. The only exception is due to the birth of an adoption of a child. You must send an email to Employee Records-AS in your First Class email specifying the dates you want your travel privileges to be active.

**Dependent who is also an Alaska Employee**

A dependent who is also an Alaska or Horizon Air employee, and who becomes ineligible for pass privileges as an employee for any reason other than misuse of travel privileges will become eligible to travel as a dependent provided that:

1. the cause of ineligibility for pass travel as an employee is expected and documented to prevent working for a period of not less than 30 days, and
2. the relation by whom the travel is based remains pass eligible as an active and available employee, and it is determined that travel will not impede recovery.
3. Employees who choose to have an employee designated guest (EDG) have forfeited the dependent eligibility for spouses or domestic partners.

**Travel on Sick Leave or OJI**
Employees are not eligible for on-line or off-line travel privileges while on sick leave or OJI. *Dependents and parents* may use both on-line and off-line travel privileges for as long as you remain on the active payroll and are receiving sick pay. Once you are no longer receiving sick pay and go off the active payroll, they are eligible for one termination pass. (See “Termination Travel” for details). Travel may be granted to you for medical treatment if such treatment is not available where you reside, with prior approval from your division Vice President.

**Termination Travel**

Employees in good standing, who have completed a minimum of 520 hours of continuous employment and are terminating or going off the active payroll for more than 30 days, may qualify for one termination pass for yourself and your eligible dependents, on either Alaska or Horizon Air. Travel must be completed within 30 days from your last day on the active payroll, which is the last day you actually work and does not include scheduled days off or weekends after you are no longer on the payroll. To request termination travel: list for your preferred flight(s) via PET: Paperless Employee Travel, on the Employee Travel website on Alaska’s World. Once you have a confirmation code submit an online Travel Request form. In the ‘Comments’ section include the confirmation codes(s) you received from your online PET listing. Employee Travel verifies eligibility and authorizes your listing reservation. Once authorized, you will receive an authorization back via email. An SP-54 temporary ID form, issued by your supervisor/manager or Employee Travel (upon request) should be carried with you in conjunction with using your termination pass. Flight changes, are permitted by calling reservations at (800) 252-7522 during your eligible travel period. When you go off the active payroll for more than 30 days, any off-line travel passes purchased before your last day worked must be returned to your supervisor or refunded and may not be used after you are no longer on the active payroll.

**WHAT ABOUT TRAVEL ON OTHER TYPES OF PASSES**

**Honeymoon Travel**

If you are getting married you may apply for honeymoon travel on Alaska, Horizon, or any of the off-line carriers we have agreements with by submitting an online Travel Request form. You can also access the form through Employee Travel Forms. Please allow sufficient time for processing per the required procedure for domestic or international travel requests, and indicate your wedding date and the name of your spouse-to-be on the form. You may purchase your travel prior to your wedding date, but your new spouse is not eligible for travel until after you are married. A marriage certificate will be required as proof of marriage before your spouse can be added to your travel privileges. This will have to be done before you will be able to list them for a flight on the PET website. A SP-54 temporary ID card will be issued by your supervisor/manager or by Employee Travel upon request.

**Emergency Travel**

Emergency Travel is available to you and your eligible dependents in the event of death, critical illness or impending death of an immediate family member (see chart below). If the travel is on Alaska or Horizon you can book the travel from your PET account by selecting the option Emergency Travel. You may book both the outbound and return segments of your travel. If you’re unsure of your return flight information you may book at a later time. Travel can only be 14 days in advance. Should you book a flight and are unable to travel it is important to cancel your booking and if needed reschedule your flight. An e-mail will automatically be sent to your manager or Employee Travel with your Emergency travel information.

Offline Emergency Travel is offered by limited carriers and may only be requested within 24 to 48 hours of travel. Emergency Travel may be requested for your spouse and dependent children, and on some carriers, domestic partners or parents, depending on the nature of the emergency and the relationship to you of the person involved in the emergency.
If you need offline travel please submit the Emergency Travel request form. Requests for emergency travel are only processed during business hours by Employee Travel. You will be notified via email as soon as the authorization has been received.

Employees who have been hired less than 30 days will need to contact Employee.Travel.Emergency@Alaskaair.com or your manager.

**Online Travel Eligibility:**  
**AS Employee traveling**

Emergency transportation is granted on a **positive space, service charge waived**, with a boarding priority of **C2/T2**.

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<th>If Emergency Involves the Following:</th>
<th>Persons eligible for Emergency Pass</th>
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<tbody>
<tr>
<td>Employee/Retiree/VSI/ Spouse/Domestic Partner/ Children/ Parents/ Sibling/ Grandparents/ Grandchildren</td>
<td>Employee Retiree/ VSI/ Spouse/ Domestic Partner</td>
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<td></td>
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<tr>
<td>Employee/Retiree/VSI - In-Laws (Parent, Sibling, Daughter, Son, Grandparent)</td>
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**Business Travel**

For company business trips on Alaska Airlines or Horizon Air, you must list for the flight as you would for personal travel. Follow all the same procedures for listing and check-in. Your manager/office will be given a report as to who traveled. If your business travel was unauthorized then it will be discussed between the employee and their manager as improper use of company business travel. The individual who provides authorization for business travel will advise you of the type of travel to be used. For example, space available (D4/W4 travel), positive travel (C1/T1 bumpable - may be removed if oversold), and positive space (B3/Q3 non-bumpable). Any business travel in conjunction with any private business venture or for employment other than Alaska Airlines is not permitted.

The procedure for business travel on another airline –  
Submit a Business Travel Request through your First Class Desktop/ AAG Help/ Employee Travel Forms.

Be sure to include your desired routing with connections and airline choice. International travel requires a credit card number for any applicable taxes and fees. If you have confirmed travel on Alaska Airlines or another airline, it is required that you cancel your travel before departure. Not canceling your confirmed travel will jeopardize our relationships with other airlines.