



TRAVEL BENEFITS

United Airlines

Annual Travel Program Fee

Before you can utilize your United travel benefits, you must first sign up for the travel program and pay the annual fee. The fee will be payroll deducted over two pay periods following the employee's enrollment in the program (first deduction may take up to 6 weeks). The annual fee is non-refundable.

Enrollment fees for United Airlines are as follows:

Eligible Traveler	Annual Fee	Segment Fee	Imputed Income Applies
	(one time for 2016)	(Each time they fly)	
Employee	\$50.00	\$0	no
Spouse	\$50.00	\$0	no
Domestic Partner	\$50.00	\$0	yes
Children/Dependents (under the age of 26)	\$50.00	\$0	no
Parents*	\$50.00	\$25 domestic, \$50 international plus applicable taxes	no
Registered Guest*	\$50.00	\$25 domestic, \$50 international, plus applicable taxes	yes
Second Enrolled Friend*	\$200.00	\$25 domestic, \$50 international plus applicable taxes	yes

Unmarried employees are allowed to enroll a registered guest or a domestic partner in lieu of a spouse. Your RG or DP must be the same person on all travel benefits that you enroll for at Mesa. The registered guest and 2nd friend must be 18 years or older.

**Segment fees apply to Parents/Registered Guest/Second Enrolled Friend.*

Unmarried employees are allowed to enroll a domestic partner (if applicable) or registered guest in lieu of a spouse. Your DP or RG must be the same person on all travel benefits that you enroll for at Mesa.

Enhanced Travel Benefits—Domestic Partner / Registered Guest

Domestic Partnership requires extremely detailed documentation to validate partnership, while Registered Guest can be anyone you wish to enroll and only requires the enrollment and copy of driver's license. DP and RG must be 18 years of age or older. Once enrolled, the DP or RG can travel unlimited for a small segment fee (\$25/Domestic, \$50/International) plus taxes. DP/RG travel incurs imputed income to the employee. For specific details on this program, please review the Enhanced Travel Benefits section on the Pass Bureau website and ensure all required documentation has been turned in for consideration.



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What is a Second Enrolled Friend (SEF)?

Employees now have the option to enroll an additional person on benefits as a SEF. The SEF is can be anyone regardless of relationship. The SEF must be 18 years of age. Once enrolled, the SEF can travel unlimited for a small segment fee (\$25/Domestic, \$50/International) plus taxes. Note the SEF travel also incurs imputed income to the employee. Please ensure you have turned in the Second Enrolled Friend documentation (and copy of driver's license) prior to enrolling someone for this benefit. The document can be found on the Mesa Pass Bureau website. *Note the SEF program is only available on United Airlines, not American Airlines.*

Obtaining your N Number/File Number

To access the United travel system, you will need your **N Number** (also referred to as your 'file number'). This unique number will give you access to list for flights and check availability.

To obtain your N number:

- Go to the Mesa employee website. Log in using your company log in information.

- Go to the Pass Bureau section of the employee website, and click the link for "N Number Lookup."

- Enter your Mesa network username & password. Once you have successfully logged in you will see your N number. *(If you have difficulty logging into the lookup form, please email the Mesa Pass Bureau at passbureau@mesa-air.com with your name and employee number indicating the issue.)*

Using the United Travel Website—flyingtogether.ual.com

Employees will have the ability to list eligible travelers on all United flights using flyingtogether.ual.com.

To list for flights, check availability, or purchase upgrades you may use the following steps:

1. Log on <http://flyingtogether.ual.com>
2. Use your N number (as explained in the previous section)
3. If you have never logged on to the website, your initial password will be your date of birth in this format:
YYYYMMDD Example: July 1, 1980 would be **19800701**
You will need to change your password to something unique upon your first log in.

For password resets or assistance, you can contact the United Help Desk at 800-255-5801. Please be sure to indicate that you are a Mesa employee to avoid confusion for the agent.



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You must enroll and pay the annual fees in order to use United for any leisure benefits. Using the benefits without paying is a violation of company policy. If you are unsure if you enrolled, please email the Mesa Pass Bureau for verification.

Upgrades

Employees and eligible travelers may list in upgraded classes if it shows available to list online. Employees and eligible travelers are only authorized to list for business on three class cabin aircraft. Upgrade fees should be paid online when making your listing. If you list for coach and the agent upgrades you at the gate, you will be responsible post-travel for the upgrade fee. If you wish to avoid upgrade fees, you should only accept a seat in coach class. Upgrades are based on mileage, and will be calculated at 50% of the zed fare.

Non-Revenue Travel Responsibilities

When traveling as a non-revenue passenger, all employees and eligible travelers are expected to act in a courteous and professional manner. Employees should inform all travelers to be patient, calm, and considerate, as they are a representative of the company and of the employee. Any altercations or reported incidents of pass traveler misconduct could result in disciplinary action to the employee, which could include suspension or even termination of employment. This is unlimited travel, but should be limited to leisure travel only. Travel benefits should never be used for monetary gain or for business purposes of another company or individual. If you have questions regarding this policy, please contact the Pass Bureau.

We recommend business casual attire when traveling as a non-revenue passenger. For specific details on acceptable or unacceptable attire, please review the dress code policy at the end of this packet.

Any questions regarding conduct, dress code, or other responsibilities should be directed to the Mesa Pass Bureau prior to any travel being completed.

This United Airlines Travel Program is subject to change at any time. For current updated information, you may visit the Pass Bureau page on the employee website.