

## SECTION 5 TRAVELING EXPENSES

### A. Per Diem

1. Domestic per diem is \$~~2.25~~2.85 per hour of actual TAFB, prorated on a minute by minute basis. On the first day of the ~~November 2017~~[DOS+24 months] bid period, the domestic per diem shall increase to \$~~2.30~~3.00 per hour of actual TAFB, prorated on a minute by minute basis.
2. International per diem is \$~~3.05~~3.85 per hour of actual TAFB, prorated on a minute by minute basis. On the first day of the ~~November 2017~~[DOS+24 months] bid period, the international per diem shall increase to \$~~3.15~~4.05 per hour of actual TAFB, prorated on a minute by minute basis. ~~On the first day of the November 2019 bid period, the international per diem shall increase to \$3.25 per hour of actual TAFB, prorated on a minute by minute basis.~~
3. A pilot on a trip that includes one or more legal rest periods shall receive the applicable per diem to offset the cost of meals, laundry, and incidental expenses.
4. A pilot assigned base hotel standby shall receive the applicable per diem for the duration of such standby.
5. A pilot who is away from the pilot's base on Company assigned non-flying duty, including training, shall be paid per diem for all hours during which the pilot is away from the pilot's base for such duty including travel to and from the pilot's duty. When this duty is performed within the contiguous 48 states, the per diem shall be paid at the domestic rate; when this duty is performed outside the contiguous 48 states, the per diem shall be paid at the international rate. This per diem shall be paid by submission of a pay log.
6. Except as provided in Section 8.C.3.e., per diem shall be paid to a pilot who deviates as if the pilot had flown the trip as scheduled.
7. The Company shall reimburse a pilot for authorized reasonable expenses not covered by Section 5.A.3. through A.6. (e.g., authorized transportation, non-contract hotels, reasonable baggage charges) incurred while on a trip or on Company business away from the pilot's base. The Company issued travel card, if accepted, shall be used to pay for these authorized expenses. An expense report shall be submitted within one bid period to document expenses incurred during the preceding bid period. Following the pilot's expense report submission:
  - a. The Company shall automatically notify the pilot that the submission has been received along with the deadline for submitting receipts [Note: current system].
  - b. After the Company identifies an expense report discrepancy, the Company shall:
    - i. Notify the pilot of the need to remedy the discrepancy. The notification shall specify:
      - a. the receipt(s) that is missing or incomplete;

- (b) the applicable dollar amount(s); and
  - (c) the deadline for submission of the applicable receipt(s).
  - ii. Notify the pilot a second time, if still unremedied, at least 7 days after the notification described in Section 5.A.7.b.i.; and
  - iii. Prior to initiating a payroll deduction, notify the pilot of the impending payroll deduction, if still unremedied, at least 7 days after the notification described in Section 5.A.7.b.ii.; and
  - (a) The pilot shall have 14 days following this notification to remedy the discrepancy (i.e., avoid the payroll deduction); and
  - (b) This notification shall be required regardless of the applicable expense report or receipt deadline.
8. Per diem based on flying activities shall be paid to pilots in the first paycheck in the bid period immediately following the bid period in which the per diem was earned; provided however, that all per diem for a carryover trip shall be paid:
- a. on the 15th of the month in which the carryover trip terminated if the trip terminated before the edit cycle began for that month; or
  - b. on the 15th of the following month if the trip terminated after the edit cycle began.

#### **B. LodgingHotels and Rest Facilities**

1. The Company shall provide a pilot a single occupancy hotel room in the following circumstances:
  - a. between 2 consecutive flights within a trip containing an intermediate stop scheduled to exceed 4 hours.
  - b. at a pilot's election, if, due to operational circumstances, the pilot is projected to experience an actual intermediate stop, from block-in to block-out, that is in excess of 4 hours.
  - c. while on hotel standby.
  - d. while away from the pilot's base for training or other Company assigned non-flying duty requiring an overnight stay.
  - e. during any legal rest period away from the pilot's domicile.
  - f. at the conclusion of the revenue portion of a trip, at the pilot's election, when the final duty period of that trip exceeds 10 hours and the pilot is scheduled to deadhead by air to the pilot's base as the concluding segment of the trip.
    - i. The room shall be located in the city in which the revenue portion of the trip terminates and the deadhead is scheduled to originate.
    - ii. The pilot is responsible for maintaining the pilot's eligibility and legality for a subsequent assignment.
    - iii. Unless operational circumstances preclude it, CRS shall assist the pilot in making the pilot's reservation at the contract hotel, or, if unavailable, at another comparable hotel in the same city.
    - iv. Deviation from scheduled deadhead procedures as referenced in Section 8.C.1.h. (End of Trip Deviation) shall be followed.

- g. at the conclusion of a trip at domicile when the trip was scheduled with a layover(s) and is rescheduled as follows:
    - i. the trip has no layover; and
    - ii. the duty time for the trip as rescheduled exceeds 9 hours.
  - h. For hotel rooms required under Section 5.B.1.a. and 5.B.1.b. only, if an intermediate stop, measured from block-in to block-out, is less than 5 hours and the stop occurs during the night or critical duty period (or during a domestic duty period at the Memphis or Indianapolis hub sort facility), the Company may substitute a sleep room in the hub sort facility for a hotel room; provided, however, that the Company has sleep rooms available in the hub sort facility for all pilots transiting the hub sort facility with an intermediate stop of 2:30 hours or more (from block-in to block-out).
2. If a routinely scheduled intermediate stop is scheduled to exceed 2 hours, a suitable rest/break facility shall be provided, except where it is not operationally feasible and it shall meet the following parameters:
- a. clean and sanitary;
  - b. appropriately climate and light controlled;
  - c. adequate comfortable seating with at least 3 recliners;
  - d. access to refreshments and snacks; ~~and~~
  - e. clean, sanitary washrooms with hot and cold running water and toilet facilities; and
  - f. Private space useable for expressing breast milk (i.e., no one can see inside the space and no one is able to enter the space while it is being used).
  - ~~g.~~ f. In selecting locations for pilot rest/break facilities, in order to promote the best practicable rest opportunities, preference shall be given to locations that are segregated from disturbances (e.g., excessive foot traffic, operational activities, etc.)
  - ~~h.~~ g. The Company's Fatigue Risk Management Group, with input from the Data Collection Steering Committee, will provide oversight concerning the Company's compliance with these parameters.
3. Hotel Criteria, Selection, and Maintenance
- a. Joint Hotel Criteria List

~~3. The Company agrees to provide pilots lodging facilities consistent with its historical practices. Such~~ In order to ensure facilities permit pilots to receive adequate rest and offer ~~an acceptable~~ an acceptable range of services while at the same time providing the Company with a good and predictable value, the Company and ALPA will jointly develop and maintain a list of criteria for hotel facilities (Joint Hotel Criteria List). At a minimum, the following ~~guidelines~~ criteria shall be ~~considered when contracting hotel accommodations~~ included in the Joint Hotel Criteria List and shall be prioritized above all other agreed to criteria:

    - i. ~~a. Secure and~~ Safe, secure, clean, and quiet non-smoking rooms. Pilots who smoke in designated non-~~smoking~~ smoking rooms shall be responsible for room cleaning expenses charged by the hotel, if any;

- ii. ~~b.~~ 24 hour room service or restaurant availability, or transportation to a dining facility;
  - ~~c. Transportation to the hotel shall be made available within 30 minutes of block in;~~
  - iii. ~~d.~~ Access to exercise facilities, ~~if possible,~~ whether on-site, or by arrangement with nearby facilities;
  - iv. Free in-room high speed wireless internet access; and
  - v. Adequate in-room environmental controls (e.g., heating, air, and blackout shades).
  - vi. ~~e.~~ For a scheduled layover of 12 hours or more, locations more distant from the airport with amenities close to the hotel such as dining, recreation and shopping, ~~will be considered as part of the hotel selection process; and~~
  - ~~f. Free in-room high speed wireless internet access.~~
- b. Approved Hotel List  
The Company and ALPA will jointly create, approve, and maintain a list of acceptable hotels (Approved Hotel List). The Company is required to use the hotels on the Approved Hotel List unless there is not enough availability for a crew at any listed hotel in that location.  
[Note: Parties agree that all hotels in use as of DOS will be included in the initial Approved Hotel List.]
- i. If the Company plans changes to the Approved Hotel List, the Company shall notify the MEC Trip Services Committee of that planned change, including the planned effective date. Unless precluded by unforeseen circumstances, notice shall be provided at least 30 days prior to the effective date.
  - ii. ~~4. The~~ if the parties fail to reach agreement on the planned change, the Association may notify the Vice President, Flight Operations ~~shall be ultimately responsible for the selection of facilities for which this, as provided in~~ Section ~~provides~~ 5.B.3.d.ii.
- c. Meetings
- ~~a.~~ The Company ~~shall meet at least quarterly with~~ and the MEC Trip Services Committee ~~shall meet at least quarterly, and at other mutually agreeable times,~~ to evaluate the adequacy of current ~~facilities~~ hotels, and discuss any proposed changes to the Approved Hotel List. The meeting shall include a discussion of hotels with a "hotel of concern" designation, including whether such designation should remain.
- d. b. Addressing Concerns/Problems
- i. The Company shall promptly investigate complaints from the MEC Trip Services Committee relating to service at any facility. If the investigation reveals a deterioration of service below ~~the acceptable guidelines as stated above~~ those criteria included in the Joint Hotel Criteria List, the

Company shall take appropriate action to remedy the reported problem or seek alternate facilities. The Company shall advise the MEC Trip Services Committee of its findings and any corrective action taken.

- ii. Should the Company and the MEC Trip Services Committee fail to resolve or address concerns/problems experienced by pilots about the quality or performance of a particular present or proposed ~~lodging facility~~hotel to the satisfaction of the MEC Trip Services Committee as described above, the MEC Chairman may elect to notify the Vice President, Flight Operations concerning the issue(s). The notification shall be in writing and shall state the unresolved concerns/problems and the Association's position. Upon receipt, the Vice President, Flight Operations shall promptly have the stated unresolved concerns/problems investigated. Within ~~a reasonable time~~30 days following receipt of the notification, the Vice President, Flight Operations shall meet with the MEC Chairman ~~at a mutually acceptable date and time~~ to review the results of the investigation and discuss options for dealing with the unresolved concerns/problems. Following the meeting, the Vice President, Flight Operations shall advise the MEC Chairman within 15 business days in writing of what actions, if any, the Company shall take to address the presented concerns.~~e-~~ If the ~~Company intends to enter into or cancel a contract for lodging facilities for pilots, the Company shall notify the MEC Trip Services Committee. Unless precluded by unforeseen circumstances, notice shall be provided 30 days prior to the execution or cancellation of any contract. The Company and the MEC Trip Services Committee shall discuss at the quarterly meeting, and consult at other times, regarding the suitability of particular lodging facilities/locations or the desired change~~decision is unsatisfactory to the Association, the hotel shall be designated a "hotel of concern."
4. ~~5-~~The Company shall pay for a pilot's hotel room, tax, access charges related to phone calls (local and long distance), and business related telephone calls via a direct billing system. In the event a pilot needs to use the Company credit card, the Company will provide the pilot a method by which the Company can obtain the receipt/folio from the hotel directly whenever possible. All other incidental charges shall be paid by the pilot when checking out. ~~The Company shall arrange direct billing for all designated facilities, and, if possible, for unscheduled accommodations. The pilot shall ensure that the direct bill for the pilot's stay includes only expenses that qualify for reimbursement (e.g., no long distance personal calls on direct bill)~~Should pilots routinely experience hotel stays requiring use of Company credit card, the parties will meet to discuss an alternative solution so as to avoid the need for submission of hotel folios/receipts and associated payroll deductions.
5. ~~6-~~The Company shall maintain ~~and distribute to pilots a list of all approved facilities at stations and alternate locations where pilots are scheduled to receive lodging as provided by this section~~the Approved Hotel List that shall be available electronically to pilots. This list shall include the facility name, "hotel of concern"

[designation](#), telephone number, scheduled pick up time prior to departure and ground transportation vendor information.

6. ~~7.~~ A pilot shall cancel any scheduled hotel rooms the pilot does not intend to use. Credit for the cancelation shall be as provided in Section 8.C.2.h. If, having canceled the pilot's hotel room, a pilot's personal plans change and the pilot needs a hotel room as originally scheduled, the pilot may either re-book the pilot's original hotel room, or if unavailable, obtain a hotel room in the same city and be reimbursed for such room up to the contract hotel rate. CRS shall re-book the pilot's room, (subject to availability), at that city's contract hotels only, when Company schedule changes or operational delays are the reason for the pilot's change of plans. If the pilot stays in a hotel room, as provided in this paragraph, other than after a revenue trip, the pilot shall notify CRS of the pilot's contact numbers. This hotel room shall be paid for using the Company issued Travel Card, unless CRS advises the pilot of a direct billing arrangement at a contract hotel. This hotel room shall not be charged to the pilot's deviation bank, and shall be documented by the submission of an expense report.
7. ~~8.~~ If the Company becomes aware of circumstances at a hotel property that could preclude pilots from receiving adequate rest (e.g., public demonstration, labor actions), the Company shall attempt to minimize or eliminate the potential disruption (e.g., by relocating pilots, etc.).

### C. Transportation

The Company shall arrange safe and secure transportation at no cost to the pilot to and from all accommodations required in this Section. [Transportation to a hotel shall be made available within 30 minutes of block-in.](#)

### D. Alternate Accommodations or Transportation

1. If crew accommodations (as described in Section 5.B.), have not previously been made, a pilot shall contact CRS to obtain accommodations. If reservations have not been made, at the pilot's option, the pilot may obtain comparable accommodations at the lowest rate available at the time the reservation is made. If these accommodations cannot be direct billed, pilots are authorized to charge these expenses as provided in Section 5.A.7.
2. If transportation required under Section 5.C. is not provided within 30 minutes after block-in, the crew is authorized to obtain transportation and to charge these expenses as provided in Section 5.A.7. If the scheduled transportation from the layover location to the departure airport is not available in time to prevent a departure delay, the crew shall use their best efforts to obtain transportation as provided in Section 5.A.7.

**E. Catering**

1. Catering for duty periods within a trip shall be provided as follows:
  - a. Domestic Duty Periods and Trips Scheduled to Domestic Parameters (pursuant to Section 12.D.1.b. and c.)
    - i. All duty periods shall receive at least a mini-snack. Mini-snack contents shall be developed and revised in consultation with the MEC Trip Services Committee subject to Section 5.E.6.
    - ii. Duty periods between 5:30 and 7:29 hours shall receive a snack.
    - iii. Duty periods between 7:30 and 11:29 hours shall receive 1 meal service.
    - iv. Duty periods in excess of 11:29 hours shall receive 1 meal and 1 snack.
    - v. Domestic flights shall be catered at the point of origin.
    - vi. Hot meal service is not required on domestic flights.
    - vii. Domestic flights shall not be delayed for catering.
    - viii. If catering is not delivered by departure time, CRS will attempt to arrange catering down line. If catering required under Section 5.E.1.a.ii., iii., or iv. is not delivered down line, the pilot entitled to such catering shall be eligible to expense a meal for up to \$25 upon arrival at the layover city. The pilot shall submit an online Pilot Ops Report (POR), or successor system, regarding the catering failure and attach a copy of such POR to the pilot's expense report in order to secure reimbursement.
    - ix. Jumpseaters will not be catered domestically, except as provided in Section 5.E.1.e.
    - x. On international trips scheduled to domestic parameters (pursuant to Section 12.D.1.b. and c.), menu selection shall be provided when available.
  - b. International Duty Periods
    - i. All duty periods shall receive at least a mini-snack. Duty periods between 5:30 and 7:29 hours shall receive a snack.
    - ii. Duty periods between 7:30 and 9:00 hours shall receive 1 meal service.
    - iii. Duty periods in excess of 9:00 hours shall receive 2 meals. One meal shall be hot if the scheduled aircraft is equipped with an oven. ULR duty periods shall receive three meals. Menu selection shall be provided when available.
    - iv. An International flight shall not be delayed for catering if it is scheduled for snack or mini-snack service only, or if it is scheduled to domestic parameters, as provided in Section 12.D.1.b. and 12.D.1.c.
    - v. Jumpseaters will be provided one meal on flights where the crew is provided meal service. Generally, meal selection is not available for jumpseaters, however, deviating crewmembers are entitled to meal selection, provided they are both confirmed on the jumpseat and request meal selection at least 12 hours before showtime of the flight. International flights shall never be delayed waiting for jumpseater catering.
    - vi. Menu selection forms will be provided for formalizing crew requests.
    - vii. All international flights are catered at the point of origin.

- viii. For purposes of catering parameters, Canada, Mexico, and Puerto Rico will be considered international locations.
      - c. If a pilot's domestic flight sequence otherwise entitled only to a mini-snack (Section 5.E.1.a.i.) blocks out between 0500 and 0830, such flight sequence shall receive a breakfast snack instead of a mini-snack.
      - d. [Reserved]
      - e. If a flight is scheduled to be catered, all Company scheduled deadheading pilots on that flight shall also be catered.
      - f. If a pilot on airport standby is assigned a flight, a snack shall be catered for the pilot, regardless of whether the flight would otherwise be eligible for catering.
      - g. If a pilot on hotel standby is assigned a flight with a report time less than 1:30 from time of notification, the pilot shall receive a mini-snack at the point of origin.
2. Flights originating from any base, ~~IND, OAK,~~ EWR or AFW shall be catered with hot coffee and at least 1 ice chest containing ice, water and an assortment of juices and sodas. Flights originating from other stations shall be catered with hot coffee, ice and water. All required drinks, including coffee, shall be placed on the aircraft by ground personnel.
3. When operational circumstances warrant (e.g., hub malfunctions, weather or aircraft maintenance delays, etc.), a Captain operating a flight not scheduled for catering may request that catering be provided. These requests shall not be unreasonably denied.
4. When combined in the same duty period with Company assigned flying, deadhead travel time (air or ground) shall be included in applying the catering provisions contained in Section 5.E.1.a. and E.1.b. Travel from airport to hotel is not deadhead by surface transportation deadhead (unless the arrival city and the next departure city are different, in which case it may be deadhead by surface transportation).
5. If the Company is required to provide catering, and the location has no FDA-approved inflight kitchen (i.e., it is a "NOCAT" city), the pilot shall, upon submission of an online expense report identifying the NOCAT city, be entitled to \$25 for each occurrence, in lieu of catering. NOCAT cities shall be designated in the bid period package.
6. The Vice President, Flight Operations, or designee, shall make arrangements for the catering required by this Section. The Company shall meet quarterly with the MEC Trip Services Committee to review catering and discuss possible modifications (e.g., composition and/or quality of mini-snack, snack, meal selections, etc.). Should the Company and the MEC Trip Services Committee fail to resolve or address concerns/problems to the satisfaction of the MEC Trip Services Committee, ALPA may elect to use the process outlined in Section 5.B.4.3.b.d.ii. Additionally, the Association shall have the ability to meet with the Vice President, Flight Operations, or designee, at mutually agreeable times and locations regarding catering concerns.

**F. Parking**

The Company shall provide each pilot with a parking space in the pilot's domicile (or base in case of an FDA base). If a pilot does not live at the pilot's domicile (or base in case of an FDA base), the pilot may request a parking space at the Company airport facility, subject to availability and approval (For information regarding the parking allowance as a deviation expense, see Section 8.C.3.f.).

**G. [Reserved]****H. FDA Expenses**

The following additional provisions shall apply to a pilot holding an FDA assignment:

1. [Reserved]
2. A pilot may book one round trip business jumpseat during each quarter between the FDA location and any other location designated by the pilot.

**I. Lost and Damaged Baggage**

In case luggage (including the contents of the luggage) is lost or damaged on a commercial flight, the pilot shall first file a claim with the airline following the airline's policy for luggage claims. If the airline denies the claim, or portion thereof, because the ticket was not a privately purchased full fare ticket, the pilot should submit airline documentation to the pilot's Fleet Captain with a claim for the difference between what the airline would have paid a full fare passenger and what the airline actually paid for the claim. The Company shall pay this difference.