

SECTION 4 - EXPENSES

A. PER DIEM

1. A Flight Attendant shall be paid expenses for meals for each trip hour, prorated to the nearest minute, in accordance with the following rates:

Effective Date	Domestic	International
DOS	\$2.85	\$3.40
DOS+1	\$2.90	\$3.45
DOS+2	\$2.95	\$3.50
DOS+3	\$3.00	\$3.55
DOS+4	\$3.05	\$3.60

2. International expenses shall apply to all service to and from International destinations.

Examples:

- a. CLT-PHL-BDA: The PHL-BDA segment would pay International expenses.
 - b. MIA-GIG-MIA: All segments would pay International expenses.
3. A Flight Attendant assigned to training away from their crew base shall be paid expenses for meals at the above rates per hour for all hours away from the Flight Attendant's crew base including the check-in/check-out time for the deadhead to/from Recurrent training.
 4. A Flight Attendant awarded or assigned to training at their crew base, shall be paid Per Diem for all actual hours in training, excluding Distance Learning.
 5. Per Diem will not apply to Distance Learning.
 6. A Flight Attendant, when away from their crew base at places other than regular system layover stations, shall be paid reasonable actual expenses for meals or the above rates for each trip hour, whichever is greater.
 7. If a Flight Attendant is assigned a trip while on Reserve Standby, the Flight Attendant shall receive Per Diem from the commencement of Reserve Standby until the Flight Attendant is released in their crew base at the end of the assigned sequence.

B. SPECIAL

1. A Flight Attendant assigned by the Company to duty away from their crew base on a temporary or special basis, such as recruitment or publicity/promotional assignments, shall be reimbursed for all reasonable actual expenses incurred, substantiated by receipts when required.
2. If such duty assignment is to exceed seven (7) nights, the Company will advance the Flight Attendant reasonable estimated expenses. Such a request must be made in writing to Inflight at least five (5) business days before the scheduled departure. If the Flight Attendant is given less than five (5) business days' notice of the assignment, the Flight Attendant may request an advance and shall receive the advance as soon as practicable. For an assignment of less than seven (7) days, the Company shall consider issuing the advance on a case by case basis.

C. CREW MEALS

1. Crew meals will be provided when the flight time (block hours) is scheduled to exceed twelve (12) hours. Such crew meals on these flights will consist of the following:
 - a. Long-Range:
Business Class Entrée/First Class Bulk Salad/Main Cabin Follow-On
 - b. Extended Long Range:
Business Class Entrée/First Class Bulk Salad with Main Cabin tray set-up
Main Cabin Entree with Main Cabin tray set-up

D. PARKING

1. All Flight Attendants, local based and commuting, shall receive a Company paid parking permit at:
 - a. such Flight Attendant's base; or
 - b. American Airlines or its wholly owned carriers' station of the Flight Attendant's choice.
 - c. At base stations with multiple airports, stickers or permits may be issued for one (1) or all locations upon request. If insufficient permits are available to provide one for each Flight Attendant desiring them, permits will be assigned in system seniority order at each issuance date.
2. To the extent that a Flight Attendant does not receive a permit as provided in Paragraph D.1, the Company will reimburse the Flight Attendant for parking expenses up to the amount of the cost of such permits at the Flight Attendant's base. For example, a Flight Attendant is based at DFW and desires a parking permit at SAN. Permits are not available at SAN. The Flight Attendant is entitled to be reimbursed for parking expenses up to an amount equal to the cost of parking permits at the Flight Attendant's base, which is DFW.
3. To the extent that a Flight Attendant desires to purchase a second parking permit, such purchase will be permitted. The Company will pay for the less expensive of the two (2) permits that the Flight Attendant receives. For example, a MIA based Flight Attendant has a DFW permit, but also desires a MIA parking permit. The Flight Attendant can obtain both permits, and the Company will pay for the less expensive of the two (2).
4. The Flight Attendant shall make the election to change their parking allowance upon changing crew bases or residence of record.
5. Claim Form Submittal

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

SECTION 5 - MOVING EXPENSES

A. QUALIFYING FOR EXPENSES

The Company shall provide a paid move from a Flight Attendant's residence under the following circumstances:

1. Original vacancies upon opening of a new crew base or reestablished crew base, or new vacancies created within the first twelve (12) months after crew base opening.
2. Crew base closure.
3. Displacements from crew bases for any reason.
4. A Flight Attendant recalled to a crew base other than the crew base from which they were furloughed shall be paid moving expenses if the Flight Attendant accepts the first recall to which they are eligible.
5. If a Flight Attendant on a leave of absence, or any inactive status, would have otherwise been entitled to a paid move, the Flight Attendant will be entitled to such a paid move upon return to active status. Time on a leave of absence in excess of thirty (30) days will not be counted for purposes of the three (3) year time limit as specified in Paragraph E.1.

B. ALLOWABLE EXPENSES

Moving expenses for Paragraph A shall be arranged and paid for by the Company in accordance with the following:

1. Reasonable actual moving expenses (not to exceed one hundred and ten percent (110%) of mover's estimate) for household and personal effects up to sixteen thousand (16,000) pounds excluding boats, boat trailers, camping and utility trailers that cannot be transported in the mover's van, lumber, cordwood and similarly unusual items.
2. Covered expenses will include the cost of packing, crating, unpacking, disconnection and reconnection of appliances (appliances will consist of the following: stove, microwave, convection oven, washer, dryer, refrigerator, television and antenna, computer equipment [excluding ISP], deep freeze and air conditioner).
3. Movement of more than sixteen thousand (16,000) pounds will be considered on an individual basis.
4. Storage reimbursement up to thirty (30) days.
5. Insurance up to three dollars and fifty cents (\$3.50) per pound.
6. Expenses for vehicle moving shall be paid at twenty-five cents (\$0.25) per mile for one (1) or two (2) vehicles, provided they are registered in the name of the Flight Attendant, Flight Attendant's spouse, domestic partner and/or Flight Attendant's dependent(s), for a distance no greater than the shortest American Auto Association mileage between crew bases from which and to which the Flight Attendant is being transferred. Expenses will be provided as specified in Paragraph D.6. Such car(s) must be moved within one hundred and eighty (180) days of the move of household effects to be eligible for reimbursement under this provision. Verification of travel must be provided, using either dated gas or toll receipts. Reimbursement for parking and tolls will be provided if substantiated by receipts. If the distance between crew bases is

greater than one thousand and two hundred (1,200) miles, the Flight Attendant may elect to ship up to two (2) vehicles by car carrier. The total number of vehicles covered under either option shall not exceed two (2).

7. A Flight Attendant who resides in a single unit mobile home will receive, in lieu of the movement of household goods in Paragraphs B.1 and B.3, reasonable actual expenses including, but not limited to the cost of packing household goods within the unit and unblocking at the present location and blocking and unpacking household goods at the new location, and insurance for the transport of such mobile home. Such Flight Attendant will be eligible for all other expenses specified in this Section. The Company will pay for normal hook up of gas and/or electricity excluding any deposit requirements or rewiring of utility lines to the mobile home location. The Flight Attendant is responsible for road-worthy conditions, necessary road repairs and compliance with state and local laws.
8. In the event a Flight Attendant who qualifies for a paid move in accordance with this Section must break their lease, the Company shall reimburse the Flight Attendant for lease cancellation fees and for up to one (1) month's rent and the non-refundable security deposit provided the Flight Attendant does not renew the lease beyond the lease expiration date in effect on the effective date of the displacement. To obtain reimbursement, the Flight Attendant must attach the following documents to the relocation reimbursement form submitted to the Company:
 - a. Copy of the original lease;
 - b. Copy of the letter notifying the landlord of the intention to terminate the lease;
 - c. Written confirmation from the landlord outlining the fees collected for lease cancellation.
9. The Company will not reimburse penalties or expenses incurred as a result of the following: forfeiture of deposit for damages or other causes, failure to provide the landlord with written notice of intent to vacate, damage, repair, or vacating condition requirements.

C. HOUSE FINDING FOR COMPANY PAID MOVES

A Flight Attendant will be given passes in accordance with the Company's Relocation policy.

D. SETTLING DAYS

1. Upon request, the Company shall provide eligible Flight Attendants as set forth in Paragraph A.1-5 with up to five (5) consecutive calendar days free of all duty, the first three (3) days requested shall be paid and credited at the value of a duty period minimum day as specified in Hours of Service, Section 11, for the purpose of relocating. The three (3) paid and credited settling days will be designated as preplanned work days in PBS. The two (2) remaining unpaid and uncredited settling days, if requested, will be designated as preplanned reserve days in PBS and will reduce guarantee by the reserve daily rate. The three (3) paid and credited reserve days and the two (2) unpaid reserve days, if requested, will not count toward the reserve minimum days off in the bid period. A Flight Attendant claiming settling days will not be eligible for any premium pay.
2. For a Flight Attendant without a PBS award, the request for settling days pursuant to Paragraph D.1 must be made in advance to Crew Planning and the Company will honor the five (5) days requested by the Flight Attendant, provided adequate reserve coverage is available on such days.
3. Such settling days shall be subject to black-out dates for holidays and the day immediately preceding and following the holiday defined for the purpose of this Paragraph as New Year's

Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day.

4. In the event the Company is able to grant the settling days requested by the Flight Attendant, payment for such settling days will be in accordance with Paragraph D.1.
5. In the event the Company is unable to grant the specific settling days requested by the Flight Attendant, alternate settling days will be provided as close to the days initially requested by the Flight Attendant, and settling expenses as specified in Paragraph D.6 will be paid until such five (5) consecutive calendar days free from all duty are given.
6. Settling and en-route expenses will consist of reasonable actual expenses, when substantiated by receipts for a Flight Attendant and their family members incurred for meals, lodging and telephone calls. Extraordinary expenses will be allowed as circumstances indicate.

E. GENERAL

The payment of moving expenses shall be subject to the following conditions:

1. The move must be completed within three (3) years of the effective date of the transfer. The date of the move will be the date the mover loads the household effects where the move originates.
2. The Flight Attendant's new residence (as defined in Paragraph H) must be located within two hundred (200) miles of the Flight Attendant's new crew base. If another employee group is allowed greater than two hundred (200) miles, the greater distance will be extended to Flight Attendants.
3. The distance between the Flight Attendant's old residence and the new residence must be the lesser of fifty (50) miles or fifty percent (50%) of the distance between the crew base from which and to which the Flight Attendant is being transferred.
4. When mutually agreeable, the above limitations may be extended due to unusual circumstances.
5. In the event a Flight Attendant becomes eligible for moving expenses under this Section more than one time prior to exercising their right to expenses for the first event triggering such eligibility, then such Flight Attendant may receive expenses for no more than one (1) move under this Section. When such Flight Attendant elects to move, the Flight Attendant shall notify the Company which of the displacement events for which they are eligible in accordance with Paragraph A shall be used for expense reimbursement under Paragraph E.

F. TRANSFERS

1. A Flight Attendant transferring from one crew base to another at their own request or as a result of a priority return will bear their own expenses, except free available space on Company transportation facilities for the shipping of personal belongings shall be furnished to the extent permitted by law.

G. NEW HIRES

1. The Company shall provide a Flight Attendant with five (5) consecutive calendar days free from duty, three (3) days of which shall be paid and credited at the value of a duty day period minimum day as specified in Hours of Service, Section 11, for the purpose of relocating.
2. Upon completion of initial Flight Attendant training and until five (5) consecutive settling days, are completed, the Company shall provide Flight Attendants with the following:

- a. Acceptable hotel accommodations in accordance with Crew Accommodations, Section 6.
 - b. Per Diem at the applicable rate provided in Expenses, Section 4. The foregoing Per Diem shall be offset by Per Diem paid while on duty.
3. Settling days and base indoctrination shall not be included as available days when calculating a new hire Flight Attendant's remaining monthly day(s) free from duty pursuant to Section 10.D.18.d.

H. DEFINITIONS

"Residence" shall mean residential property occupied by the Flight Attendant and will not apply to commercial property, vacation property, or unimproved property. Residential property for purposes of this Paragraph shall mean urban, suburban, or rural property that the Flight Attendant occupies as their residence. Any crops, livestock, implements, or commercial undertakings that may be associated or contained on such premises will not be subject to these provisions. Further, when a commercial enterprise is an integral part of the Flight Attendant's residence or the property on which it is situated, these provisions will not apply.