

## Paying for travel electronically

Starting Oct. 17, 2017, we'll begin using electronic form of payment for all non-rev travel by all team members, retirees and their travelers, including international-based retirees. That means, for travel on this day going forward, we'll no longer use PayPal or mailed checks and you can begin using a credit/debit card to pay for your D2P parent and D3 guest travel, and any international taxes or airport fees for you and your dependent travelers.

Though you'll provide your credit/debit card information (or that of your travelers...more info on that below) during the listing process if travel charges apply, credit/debit cards will not be charged for travel until the segment is actually complete (as opposed to in advance of travel). That helps ensure you or your guest travelers aren't overcharged for travel and limits the need for refunds. Plus, you and your travelers will know what will be charged to your credit/debit card. If you don't have any charges, a credit/debit card will not be required at time of listing. For example, if a team member lists for a premium cabin for a domestic flight, there's no charge – so there's no need to input a credit/debit card.

### **You have options**

You can handle credit/debit cards in a way that works best for you. The Travel Planner will allow you to store a credit/debit card so you don't have to enter it each time you travel (for now, you can store one, but in future, you'll be able to save more!) But maybe storing your credit/debit card isn't for you. The system also allows you to enter credit/debit card information each time you list for a flight if travel charges apply. So you can easily enter your D3 guest traveler's credit/debit card when the time comes.

### ***Storing your credit/debit card***

1. From the Travel Planner, choose Travelers
2. Click on your name
3. Under the Payment information section, click "Enter and store a card"
4. Enter your credit/debit card information and it'll be stored for future travel if charges apply

### **Or**

1. When you're listing for travel and charges apply, you can add your card on the Trip Summary page
2. Click Enter and store a card in the Estimated charges section
3. Enter your credit/debit card information and it'll be stored for future travel if charges apply

### ***Entering a credit/debit card for one-time use***

1. When you're listing for travel and charges apply, you can enter your card for one-time use on the Trip Summary page
2. Click Use a one-time card in the Estimated charges section
3. Enter your credit/debit card information and it'll be used for this PNR only

**No more NRTP**

When we transition to the electronic form of payment, you'll no longer be able to use NRTP to manage space available travel. This means that all listing, checking in, editing and paying for space available travel will need to be done in the Travel Planner.

**Select your currency today** If you haven't made your selection, all travel after we launch electronic form of payment will default to USD. So, pay attention to where your card is issued when selecting currency so you avoid any foreign transaction fees. [Find more information.](#)

# Updating the non-rev travel phone line



Lastest News from AA October 12/2017 marc

Now that the Travel Planner is fully functional and mobile friendly and because electronic form of payment is right around the corner, we're making some updates to the non-rev travel phone line (1-888-WE-FLY-AA). As part of these updates, we'll say goodbye to the interactive voice response (IVR), which shouldn't be a big loss since we know you're primarily using your mobile device to check schedules and availability, and list, edit or check-in on the go. If you are unable to access the Travel Planner or you need help booking emergency (A9) travel, AA20 or discounted mileage redemption tickets, you can still call the non-rev travel phone line to speak to a live representative.

Once we switch to electronic form of payment, you will not be able to able to pay for any travel charges by calling 1-888-WE-FLY-AA or mailed invoices. You'll take care of that through the Travel Planner. And, if you need help, the Team Member Service Center is available to help walk you through the payment process. Give them a call at 1-844-543-5747.