



## FedEx Retiree Travel Request Form Instructions

*Please allow 10 business days for your request to be processed*

1. Call the Global Travel Department (901) 397-2700 and follow the prompts for “Personal Travel”
2. Advise the agent that you are a FedEx retiree and need a fare quote.  
NOTE: Fare Quotes will only be given via phone for emergency travel.
3. Read the attached Rules of Conduct
4. Complete the FedEx Retiree Fare Quote and subsequent Travel Request Form. Failure to completely fill out the request form will result in the form being returned and will delay processing of your request. If you do not have a Travel Request Form ask the agent to email you a copy. If you do not have access to email Global Travel is able to mail or FAX you a copy of the Travel Request and instructions.

Please complete a separate form for each trip being requested.

5. You may submit your travel request to the Global Travel Department three ways:
  - a. By using a credit card as form of payment and emailing it to [gtper@fedex.com](mailto:gtper@fedex.com)
  - b. By Fax at 901-263-2042 if using a credit card
  - c. Attach a cashier’s check or money order and overnight or send via US Mail to: FedEx Global Travel – Retiree Fulfillment

3865 Airways Blvd  
Module H-2<sup>nd</sup> Floor  
Memphis, TN 38116

### **Retiree benefits available on the following carriers:**

<b>Air Canada (AC)</b>	<b>Unlimited (with 10 years employment)</b>
<b>AirTran Airways (FL)</b>	<b>Unlimited</b>
<b>American Airlines / American Eagle (AA)</b>	<b>1 per year</b>
<b>Austrian (OS)</b>	<b>1 per year</b>
<b>Turkish (TK)</b>	<b>2 per year</b>
<b>Delta Airlines (DL)</b>	<b>Unlimited (Retiree only - no dependents)</b>



## FedEx Interline Travel Code of Conduct and Dress Code

1. The number one rule when flying using "interline standby" tickets is to make sure you have your FedEx ID. In addition, government issued ID is required by all airlines prior to check in. I am aware that I should have my FedEx ID with me at all times when using a discount offered to FedEx employees.
2. Standby means **SPACE AVAILABLE**. I understand that when traveling on a space available ticket, I may not be boarded on the flight of my choice or any flight on a given day.
3. Reservations are not allowed with standby tickets. I am aware that when traveling on a personal standby ticket, I cannot make a reservation with the airline and then present a space available ticket.
4. I am aware that if a reservation is made in my name, the airline will not allow me to use my standby ticket, and I will have to purchase a full fare ticket for my trip.
5. Service charge tickets are tickets purchased at a flat fee regardless of the origin or destination.
6. The airlines require a certain dress code to travel on a discounted ticket. Following is a list of clothing items deemed **unacceptable** when traveling with a discounted ticket.
  - Tennis Shoes
  - Denim fabric/jeans
  - T-shirts/Tank Tops
  - Sweats/Jogging Suits
  - Sheer/Strapless or spaghetti strap tops or dresses
  - Ski/All Weather Jackets
  - Shirts with no collars
  - Shorts/Cut Offs
  - Mini Skirts
  - Sandals/Thongs
7. I acknowledge the interline dress code.
8. I understand that if a problem arises while traveling, I must contact FedEx GLOBAL TRAVEL.
9. I acknowledge that my eligible family members must abide by the appropriate rules and procedures, including dress code and the use of GLOBAL TRAVEL to resolve travel problems.
10. I acknowledge responsibility for the actions of my dependents even when they are traveling on interline benefits without me.
11. I have reviewed the rules and regulations with my family members.
12. I acknowledge that the personal travel request form is a company document and falsification of the information provided could result in disciplinary action and forfeiture of travel benefits.
13. I understand that while traveling on a personal discounted ticket, I am to be professional, polite and courteous at all times with the airline personnel serving me.
14. FedEx employees should never confront or argue with an airline employee at the ticket counter, at the departure gate or on the aircraft. Even you are mistreated by an airline employee while traveling on a personal standby ticket. Your only recourse is to report the incident to FedEx GLOBAL TRAVEL.



# FedEx Retiree Travel Request Form

*This form should be completed and submitted 10 business days prior to requested travel dates.*

Name of Retiree:			
Employee Number:			
Phone Number:			
E-mail Address :			
Approximate Travel dates:	Airline:	Price Quote Received from Agent: \$ (Note: there is a \$18.00 service fee per person in addition to the air fare)	
Routing:	FROM:	TO:	Round Trip OR One Way
Passenger #1	Passenger #2		
Delivery Address	Street State	City Zip	Free delivery to any FedEx Station – For home delivery please provide FedEx shipping number below.
FedEx Account # (For Home Delivery)			

Special Instructions or Comments:
I have read and understand the dress code and rules of conduct while traveling on interline tickets. Situations arising out of failure to comply with said terms shall result in forfeiture of future employee benefits, Type or Sign your name here: _____

<b>FORM OF PAYMENT INFORMATION</b>			
Visa, MasterCard, American Express, Money Order or Cashier's Check			
<b>Note: credit card holder must be in the employee name</b>			
Credit Card Type DISCOVER VISA MASTERCARD AMEX (Circle or X)			
Name as it appears on card:			
Credit Card Number:		Expiration Date:	
By submission of this request I hereby authorize FedEx Global Travel to charge requested tickets and service charges to the above listed credit card.			
<b>If paying by credit card email your request to <a href="mailto:GTPER@fedex.com">GTPER@fedex.com</a> Or by FAX – 901-263-2042</b>			
<b>PAYMENTS BY MONEY ORDER OR CASHIER'S CHECK (NO PERSONAL CHECKS)</b>			
Submit this completed travel request along with your money order or cashier's check to FedEx Global Travel – Retiree Fulfillment - 3875 Airways Blvd - Module H2 - Memphis, TN 38116			