



Remember to List for Standby Personal Travel

**** Arrive at the airport at least 1 1/2 to 2 hours before your flight departure time.**

Also, remember to read and follow the Personal Travel [dress and conduct codes](#). **

It is important to arrive early and properly dressed when flying standby. Check out our personal travel [reminders](#).

Security and Security Document Requirements - FedEx employees must present both a Government issued ID (e.g. driver's license) and your FedEx issued photo ID badge when traveling on an interline discounted ticket. Dependents of FedEx employees of legal driving age or older must have a Government issued ID.

Unaccompanied Minors - Unaccompanied minors are not allowed to travel on interline, stand-by tickets. When using interline tickets, all minors must be traveling with an adult.

When you travel standby, don't forget -- you and/or your family members **MUST** list with the airline before you travel. However, you may not list more than seven (7) days before your trip for most airlines. ** AirTran Airways will only allow you to list within 24 hours of your flight. **

To list, call the carrier's toll-free number or the special listing number for carriers such as Southwest, American, AirTran Airways, American Trans Air and JetBlue Airways. Other listing telephone numbers can be found in the Preferred Vendors section of the FedEx TravelNet portal.

*** Passengers traveling roundtrip are required to list for both directions of your trip. ***

Airline Special Listing Number

AIRLINE	PHONE
American Airlines 1. American Airlines recommends that you access http://www.aa.com/ for flight schedule information prior to calling. Once your listing is completed, you will be given a PNR	1-888-933-5922, Option 3

record locator number (confirmation number) that you must have at the time of check in.

2. Please adhere to proper [dress codes rules](#) and luggage restrictions. Remember that all travel is space available.

AirTran Airways

****Tickets are non-refundable****

1. **You can only list within 24 hours of your flight.** Please indicate to the reservation agent that you are an airline employee who works for FedEx and that you would like to be put on the non-revenue/standby list for flight number xxx (the flight you want to try to get on) departing on xx day of yy month at xx:yy time. This will assist the airline when you check in for your flight. For flight times and schedules, please refer to <http://www.airtran.com/>.
2. If you encounter problems traveling on these tickets while en route, please ask the AirTran employee to check their reservations system called "FLIGHT SPEED" and access "GETSMART". They then should look under the "FEDEX" section for rules and special standby travel as per the contractual agreement..
3. You should not be denied usage of these tickets by any AirTran employee at the ticket counter. In addition, you are not required to pay any additional fees at the airport after your ticket has been issued by BCD TravelI on behalf of FedEx Global Travel.
4. Call FedEx Global Travel at (901) 397-2700 for assistance if you are having trouble with travel on AirTran.
5. AirTran **requires** checking in 90

1-800-247-8726

minutes prior to departure.	

Meanwhile, be sure to:

1. Call to list for flights after 7 p.m. and before 7 a.m., during the airline's non-peak hours.
2. Do not list more than once for a flight.
3. Keep your record locator number, if provided one. If you change flights, give the reservation agent your record locator number, so changes can be made using the same record.
4. If you need to request a refund for unused tickets, please return all unused tickets to:

Global Travel
 Attention Refund Dept
 3875 Airways Blvd., Bldg. H, 2nd Floor
 Memphis, TN 38116

*** Not all airlines offer refunds (e.g. Southwest Airlines). ***

Still have questions about our interline agreements? Please complete the fare quote travel request form and send to our Personal Travel team at the Global Travel office.

Personal Travel Standby Reminders

- Please remember that you are **not** holding a confirmed ticket; you are flying standby (on the connection flights as well) and will not get on the flight if seats are not available.
- Please remember that airlines are using smaller regional jets. There are fewer, if any, standby seats available. Some airlines are also cutting the number of flights they fly.
- Make sure that you choose the correct airline before purchasing a ticket. Not all personal travel tickets are refundable and the \$18 per ticket service charge is never refunded.
- Check the airline departure schedule in advance.
- Please call the airline 24 hours in advance to list yourself as a standby passenger for the flight.
- Check in 90 - 120 minutes prior to departure. **AirTran requires** checking in 90 minutes prior to departure.
- Please have a back-up plan in case you don't get on your desired flight.
- Checked luggage will go with the flight regardless of your passenger status.
- Please follow the dress code exactly as published. Failure to do so may result in the airline refusing to allow you to board. This policy is applicable for all travelers using

interline discounts - including children.

- Understand the airline's payment policy (credit card or money order) before submitting your ticket request.
- Please ensure all travelers are listed on the personal travel request form when submitted for processing.
- **You must be courteous and patient with the airline employees.** The airlines will report any inappropriate behavior or conduct to FedEx Security. Violations may result in disciplinary action including revocation of personal travel benefits up to termination.
- Standby tickets are only good for 90 days from the date of issuance. If they aren't used within this time frame or a refund has not been requested (for those airlines offering a refund), they will expire and become invalid.