

Instructions for Reciprocal Travel (CFA) on American Airlines

Follow the path below to list and check-in for CFA travel on American Airlines (AA):

1. SkyNet Travel.
2. Interline Travel.
3. Individual Carrier Agreements.
4. Interline Agreements drop-down menu – Select AA.
5. Bottom of AA site page under Dress Code and Listing.
6. Click on ID90T FLIGHT LISTING TOOL takes you to:

Interline Fare Calculator Site

Select Page

7. Reason for Travel drop-down field: select “F/A.”
8. Transporting Airline drop-down field: select “American Airlines.”
9. Fill in flight request data: name, date of hire and employee number.
10. Select desired flights.

Review Page

11. Click on “Create Listing.”
12. Fill in: Gender, Birth date, telephone number (include +1) and email address.

Confirm Page

13. Click “Confirm.”
14. Final screen displays confirmation number and flight information.
15. Email with confirmation # will be sent immediately to your listed email address.
16. Proceed to flight departure gate to check-in with valid CREW ID badge.