



# AAirpass® booking instructions for Travel Agencies

## Reservation Procedures

1. AAirpass reservations may be booked one-way or round-trip in F, J, or Y inventory. When there is an applicable YUP fare in the market, A, D or I inventory may be booked.

The AAirpass program offers a PlanAAhead® option that provides a 25% discount off of the AAnytime® AAirpass coach fare. Travel must be booked in H inventory and ticketed at least 7 days in advance of travel. No Saturday night stay is required. There is a \$100 fee for any changes, no shows or cancellations.

2. Enter passenger's name and companion, if applicable. Companion should be booked in the same PNR as the AAirpass member. If the companion is in a separate PNR, add OSI/SSR remarks as follows:

OSI AAirpass companion  
OSI AAirpass member in ABCDEF

3. Enter the AAirpass member's AAirpass number into frequent flyer field <FF>. The AAirpass number is the same as their AAdvantage number. The companion's AAdvantage number should never be added to the PNR.
4. In the ticketing field use 7T-AAirpass (Sabre only)
5. Queue the reservation to AA for ticketing, using the applicable format below:

**Sabre** QP/XTM74/11

\*AA will queue the reservation back to the agency's #14 queue. Sabre agencies will see the following in the PNR after ticketing:

H-ADTK/AAIRPASS TKT NBR 0012199999999

**Apollo** @:3SSR OTHS AA NN1/AAIRPASS  
**Worldspan** 3SSR OTHS AA NN1/AAIRPASS  
**Amadeus** SROTHSAA-AAIRPASS  
**Galileo** V.AAA\*AAIRPASS

\*AA will send the ticket number via teletype to the agency. Non-Sabre agencies will see the following in the PNR after ticketing:

H-AAIRPASS TKT NBR SENT VIA TELETYPE

Once queued, tickets will be issued approximately 6:00am CST on the day prior to departure. Once ticketed, the passenger can use flight check-in on [www.aa.com](http://www.aa.com), curbside check-in or self-service check-in domestically. Reservations for travel on Sunday or Monday will be ticketed the Friday prior to travel. Reservations made two hours prior to departure must be ticketed at the airport.

## Changes to reservations

Before ticketing - Any changes may be made, re-queuing is not required

*\*Note: Changes to H class bookings require canceling the original reservation, booking a new PNR, and queuing appropriately.*

After ticketing - Changes may be made to flight TIME and DATE only, re-queuing is not required. Any changes to ORIG or DEST require canceling the original reservation, booking a new PNR, and queuing appropriately.