

Travel Procedures

Create a flight listing for your desired flight prior to arriving at the airport by using either method A or B:

A) TravelNet

TravelNet is a computer self-service program which is available only to Primary Pass Riders (employees). TravelNet may be accessed from any Internet connection by logging in with your personal passport password. TravelNet lets you e-mail flight listings to your family and friends. In addition, you can use TravelNet for the following:

- ⌚ Airport Standby List
- ⌚ Company Business
- ⌚ Fare Calculator
- ⌚ Flight Day Allotments (48 hours in arrears)
- ⌚ Flight Information
- ⌚ Flight Listing/Cancelling
- ⌚ Pass Charges
- ⌚ Removal List
- ⌚ Seat Availability

B) TravelLine – Voice Response Unit (VRU) phone line

The TravelLine VRU is available 24 hours a day, seven days a week by calling:

1-800-325-7123 (outside Atlanta)
404-715-4989 (in Atlanta)

The TravelLine VRU is available to all pass riders to perform a number of functions by phone:

- ⌚ Check Pass Allotment
- ⌚ Check Flight Availability
- ⌚ Flight Listing/Cancelling
- ⌚ Flight Day Allotments (48 hours in arrears)
- ⌚ Obtain a Yield Fare Quote

Pass riders will need to know the employee's nine digit PPR number, along with the two-digit identifier, and date of employment to use the TravelLine VRU.

Contact Information

DAL Global Services
980 Virginia Avenue
4th Floor
Atlanta, GA 30354
(404) 715-9038 (Voice)
(404) 677-1486 (Fax)
pass.dgs@delta.com

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TRAVEL PRIVILEGES TRAVEL USAGE INFORMATION



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Welcome!

DAL Global Services is happy to offer all of our employees flight pass privileges. This privilege carries with it certain responsibilities to ensure that we present ourselves as appropriate representatives of our company.

Pass travel is to be used for pleasure and authorized emergency purposes only and may never be used in connection with business activity. Pass riders may be denied boarding if their behavior or appearance is inappropriate.

Travel Privileges

Your DAL Global Services travel privileges are currently valid on the following airlines: Delta, Delta Express, Delta Shuttle, Atlantic Southeast Airlines (ASA), Comair, Chautauqua, ExpressJet, Mesa/Freedom, Pinnacle, Shuttle America and Skywest.

All travel is on a space available basis. Eligible pass riders who require a yield fare ticket also travel on a space available basis.

Yield Fare Ticketing

Pass riders requiring a space available yield fare ticket must purchase the ticket on TravelNet with a credit card before traveling. Yield fare tickets are discounted tickets based on mileage. Travel Companions and Non-Dependent Children (over the age of 19 if not a full time student and any child 23 and over) are required to purchase a yield fare ticket.

Quick Facts:

- Flight privileges may be used after 30 days.
- The following are eligible for flight privileges:
Spouse or Travel Companion
Parents
Children
*Certain rules apply
- A \$50 nonrefundable activation fee is required to activate your flight privileges.
- You should obtain a passport password ASAP so that you can go online to pay the activation fee, do flight listings, etc.

Note: See your recruiter, manager or administrative assistant to obtain a passport password.
- Nonrevenue standby passengers are boarded according to their boarding priority and seniority date within that priority. It is your responsibility to know your flight priority and to inform your pass riders of all rules and regulations. Failure to use the correct priority can result in a \$150 flight penalty charge.
- Misuse of flight privileges can lead to suspension of privileges and/or disciplinary action up to and including termination.
- Travel privileges end upon termination of employment.

Dress Code

The travelers' overall appearance should be well-groomed, neat, clean, safe and respectful, from head to toe. Simply said, if the attire is appropriate for a revenue passenger to wear, then a nonrevenue passenger can wear the same attire.

Appropriate (all classes of travel):

Overall appearance should be well-groomed, neat, clean, safe and respectful, from head to toe.

Clothing should be respectful of fellow passengers.

Footwear – shoes are required unless the pass rider is not able to wear footwear due to a disability or physical condition.

Not appropriate (all classes of travel):

Passenger that is (or appears to be) intoxicated

Passenger whose dress violates public decency laws and or community standards (examples include clothing that is sheer or inappropriately revealing or is designated as sleepwear, underwear, or swim attire)

Bare feet

Clothing that is excessively dirty, stained or torn

Clothing that is vulgar, offensive or suggestive