



Group & Meeting Travel

Meeting Conference Discount Terms & Conditions

Ticketing/General information

- Electronic ticketing is required.
- Tickets may be purchased through the agency of record, or by calling the local American Airlines reservations number. In the U.S., call Meeting Services at 1-800-433-1790. A Service Charge, which is subject to change, may apply when ticketing through American Airlines.
- Under the Secure Flight program, the Transportation Security Administration (TSA) requires American Airlines to collect Secure Flight Passenger Data (SFPD). This includes a passenger's full name (as it appears on their government-issued ID they plan to travel with), date of birth, gender and TSA-issued Redress Number (if applicable). AAdvantage members are strongly encouraged to save their SFPD to their account profile by going to aa.com/MyAccount. For more information about the Secure Flight program, visit aa.com/secure-flight or www.tsa.gov/secureflight. Ticketing Agency is responsible for adding all Secure Flight Passenger Data.
- AADVANTAGE members may accrue mileage on MCD fares.
- AADVANTAGE upgrades are allowed after ticketing, subject to the rules of the AAdvantage program.
- Access TRAVEL.STATE.GOV on the internet for travel advisories.

Agency reservation/Booking requirements

- MCD ticketing may be done through contracted travel agency, aa.com, or by calling American's Meeting Services Desk at 800-433-1790
- For Sabre ticketing, the following format should be applied:
WPAC*AHALXX#PV#UAXXXXXX (account code is AHALXX and UA entry appends the AN number to the tour box)
- Non sabre agencies must contact the GDS help desk for formats to auto-price

Discount Information

- Not valid in conjunction with any other discount
- Carrier imposed surcharges are applicable
- Not valid on block space agreements
- Valid 9 or less traveling to a common destination
- Discount may vary depending on group specifics
- When booking on aa.com discount only applies to AA/AE operated flights

- When booking through an agency or MSD, AA* flights are eligible
- OA prime flights are not eligible
- All tickets purchased will inherit published fare rules

Contractor/Agency agrees

- Tickets issued against this agreement constitute an understanding of the terms and conditions.
- To inform passengers that all taxes and charges are the responsibility of passenger, and will be collected at time of ticketing or departure.
- All checked, excess, oversized and/or overweight baggage and equipment charges apply. Certain aircraft limitations may apply.
- Contractor/Agency assumes full responsibility for disclosing and obtaining customer acceptance for any agency handling or processing charges added at time of ticketing.

Advertising

Copies of all promotional material prepared by Contractor or by Official Travel Agency must be approved in writing by American Airlines prior to use of the material.

Discount amounts and codes may only be published/advertised in forums targeting attendees or potential attendees. Meetings, conferences, or events that are not open to public registration and attendance should not be published on any websites or other forums that can be viewed by the general public

Contract information

- American Airlines reserves the right to change equipment or schedules and Contractor shall release and waive any claim against American regarding cancellation or schedule change. American shall attempt to re-accommodate passengers on another American Airlines flight. American will follow standard industry policies for re-accommodation after ticketing.
- Contractor or official agency must keep the financial terms of this agreement confidential.
- American Airlines reserves the right to cancel this agreement immediately upon any breach of this agreement by the Contractor and the fares offered will no longer be available to members of the group covered herein.
- This agreement, together with any attachment(s) will be governed by the laws of the state of Texas, supersedes all prior oral or written representations, constituting the entire understanding of all parties. Any legal action arising in whole or in part out of this agreement shall be filed and adjudicated only in the state or federal courts located in Fort Worth, Texas.
- American shall not be liable to perform under this agreement when such failure is caused by a cessation in American Airline's service to the contracted destination city or by circumstances beyond its reasonable control including, but not limited to accidents, strikes, walkouts, or other labor disturbances, weather, acts of God, public enemies, war or acts of any government authority.
- Travel is valid on American Airlines and American Eagle service. Air transportation provided is subject to the transporting carrier's contract of carriage rules and tariff in effect on date of travel. All terms of this contract apply to American and American Eagle service unless otherwise stated.
- Any disputes related to this agreement must be filed within 60 days from the last day of travel.