Secondary Travel Companion Pass Rider Addition or Update Form

ENDEAVOR AIR

*****PLEASE ALLOW ONE WEEK FOR PROCESSING*****

*****COPY OF GOVERNMENT ISSUED ID REQUIRED TO ADD A SECONDARY TRAVEL COMPANION*****

*****This form is for additions and changes to your SECONDARY TRAVEL COMPANION ONLY******

Rev 08/26

The purpose of this form is to allow an employee to designate a Secondary Travel Companion for leisure pass privileges only.

The intent of the Secondary Travel Companion program is to allow active employees an opportunity to designate someone to travel for leisure travel **only**. The employee is responsible for the Secondary Travel Companion's conduct while traveling on a Secondary Travel Companion pass and failure of Secondary Travel Companion to comply with any rules or regulations governing pass travel, as outlined below, can result in the suspension or termination of the employee's travel privileges, as well as those of the Secondary Travel Companion, and may also result in further disciplinary action up to and including termination of the employee's employment.

1. Secondary Travel Companions are not eligible for healthcare benefits and are not eligible for the Fly Confirmed Discount Programs or discounted travel on other airlines (ZED fares).
2. Secondary Travel Companion pass privileges are to be used solely for leisure transportation. Any employee or pass rider who uses nonrevenue or reduced rate transportation for business related purposes, who engages in the barter, transfer, purchase or sale of such privileges, or who engages in conduct that violates the law or any provision of Pass Travel policy will subject the responsible employee to disciplinary action up to and including suspension of pass privileges (along with termination of the pass rider's pass privilege eligibility) and possible termination of the employee's employment.
3. Employees who currently have a Secondary Travel Companion will be eligible to add a new Secondary Travel Companion once per year on their hire anniversary date, and may submit their form in Dayforce up to one week prior to that date.
4. If you have never had a Secondary Travel Companion, one can be added at any time, and they will be eligible for pass travel once the request has been successfully processed (approximately one week).
5. The value of the flight segments flown by the secondary travel companion (based on the yield fare) will be reported as taxable income (imputed income) for all travel, regardless of your relationship with this companion; in addition, applicable international departure/arrival fees and taxes will be payroll deducted.

1. Employee Information

Employee Name: Last Name: First Name: Middle Name:

Employee Number: Base: Hire Anniversary Date:

2. Action to be Taken

☐ Add New Secondary Travel Companion

Is your new companion your current or former pass rider? Yes ☐ **No** ☐

Has current secondary travel companion traveled since most recent anniversary date? Yes ☐ **No** ☐

☐ Remove current Secondary Travel Companion: **Name:**

☐ Correct Secondary Travel Companion's personal information already on file.

Correction to be made:

3. New Secondary Travel Companion Information

Full Legal Name: Last Name: First Name: Middle Name:

Date of birth: Gender: Male ☐ Female ☐

Address:

Phone Number: Email:

Relationship to employee: (How do you know this Secondary Travel Companion?) Relative ☐ Significant Other ☐ Friend ☐ Other (explain):

Is your Secondary Travel Companion a former employee of Endeavor Air or Delta? Yes ☐ PPR and Employment dates: No ☐

4. Additional Comments:

5. Employee's Signature/Certification

I certify that I personally know my secondary travel companion and have advised them that companion travel is subject to rules and regulations governing nonrevenue travel and have reviewed the rules and regulations with my Secondary Travel Companion. I have specifically advised my Secondary Travel Companion that all travel is on a space available basis, and can only be used for personal leisure travel.

I certify that I have not received and will not accept anything of value (whether in case of barter for goods or services) in exchange for designating this person as my Secondary Travel Companion beyond the cost of the Secondary Travel Companion fare itself.

I certify that my Secondary Travel Companion does not and will not travel for business purposes (this includes business travel, as well as travel used to commute to/from a job).

I understand that I am responsible for my Travel Companion's conduct while traveling on a Secondary Travel Companion pass and that failure of my Secondary Travel Companion to comply with any rules or regulations governing pass travel, can result in the suspension or termination of my travel privileges as well as those of my Secondary Travel Companion and may also result in disciplinary action regarding my employment up to and including termination. I understand that the Secondary Travel Companion Program is a privilege granted by The Company. The Company may deny or suspend these privileges whenever they deem such action to be warranted.

As with spouse and dependent travel privileges, companion travel privileges are governed by The Company's rules and regulations and no court awarded Secondary Travel Companion pass privileges will be permitted.

I also certify that the information provided with respect to myself, and my Secondary Travel Companion is true and correct. I am aware that the information provided is subject to verification and falsifying this information can lead to termination of my pass travel privileges, my Secondary Travel Companion's pass travel privileges, and recovery of the value of improperly provided travel. I am also aware that all nonrevenue travel is tracked, and records are maintained in the Human Resource database.

If any of the above information is not correct resulting in the need for payroll deduction, the Company is authorized to make that deduction, from any wages or benefits due to me, including any payments due upon termination of my employment.

By submitting personal data to The Company, you agree to allow The Company to process your personal data and to transfer your personal data to The Company's headquarters in Minneapolis, Minnesota, USA, or to any other location in the world for any purpose related to your employment with The Company, including, without limitation, to provide you with pass travel privileges. "Personal data" means any information relating to you or your employment. "Process" in relation to personal data means the following operations: collection, recording, organization, storage, amendment, retrieval, consultation, use, disclosure, erasure, and similar operations.

Employee's Signature: Date:

If your Secondary Travel Companion is a minor, please also have the form signed by their parent or guardian.

Parent/Guardian Name:_____ Relationship:_____ Signature:_____ Date: _____

Employee: Please submit the form and supporting documents in Dayforce Self-Service.

Retiree: Please email the form and supporting documents to Pass.Bureau@EndeavorAir.com.