

Flight Service Passport/Visa Reimbursement Form

Name: _____ Employee #: _____ FSM: _____ Base: _____

Telephone #: _____ E-mail Address: _____

Please attach to this form and submit to your base coordinator:

- Fax/Scanned or copied version of original receipt
- Photocopy of the expired, and new, passport/visa. If name change, please indicate former last name here:

Important Information:

- Incomplete forms or duplicate receipts will not be processed.
- **Receipts older than 60 days will not be reimbursed.**
- Expense requests submitted by the 28th of the month by 10:00am CT will appear on the next midmonth paycheck
 - If the 28th of the month is a holiday or weekend, receipts must be submitted the business day prior
- Expense requests submitted after 10:00am CT the 28th of the month, please allow approximately 7 weeks in order for the reimbursement to appear in the second midmonth paycheck after submission
- Update the HI18 Passport/Visa mask in SABRE
- Reimbursement is based on the actual amount of the receipt if less than the maximum reimbursement allowance

Item Description	Max Allowance	Receipt Date	Receipt Amount	Reim. Amount (Admin Use)
Passport Renewal (Passport Renewal \$130, Expedite Fee \$60, 1-2 Day delivery \$19.53)	\$209.53			
Passport Renewal-Foreign (Foreign Passport Renewal Only)	Varies by Country			
Passport-Name Change If requesting the change less than one year after your passport was issued, you will not have to submit any fees unless you request Expedited Service. <u>You must send Form DS-5504 and supporting documents via USPS.</u> UPS, FedEx, DHL, and other companies cannot deliver to the PO Box addresses listed on Form DS-5504. *Please utilize the expedited shipping address in Sterling, VA, not the address listed on Form DS-5504. Over a year since renewed - \$209.53 Less than a year since renewed - \$60.00	\$209.53/\$60.00			
Passport-New (Damaged-CERS Report Required. Please indicate if damaged under Receipt Amount) **Please indicate if this is your 1st US Passport (Initial Passport \$130, Expedite Fee \$60, 1-2 Day delivery \$19.53)	\$209.53			
Passport-Lost/Stolen (Police Report and CERS Report Required for stolen passports) (Initial Passport \$130, Expedite Fee \$60, 1-2 Day delivery \$19.53)	\$209.53			
***Visa-China (Visa up to \$140, Expedite Fee \$30 and Photo \$15)	\$185.00			
***Visa-Other	Varies by Country			
****Passport/Visa Photo	\$15.00			
Passport/Visa Transportation (Section 14.M.2)	Varies			
USPS Priority Mail Express Flat Rate postage (Passport Only)	\$28.75			
	Total			

Employee Signature: _____

Date: _____

(Admin Use)

Date Received (Stamp): _____ Processed by: _____

Denied Reason: Need Original Receipt Need Passport/Visa Copy Over 60 Days Other-See Below:

Notes: _____

For income tax returns and payroll tax returns purposes, receipts must be kept at the base for up to 10 years or a minimum of 7 years

Reimbursement Base Coordinators

BOS:

-Sheryl DeMaine, 617-874-9275

CLT:

-Flight Service Crew Service Center, 704-359-3779

DCA:

-Lynn Kruse, 571-473-4100

DFW:

-DFWFlightServiceReimbursements@aa.com

LAX:

-Virginia Berumen, 310-215-7022, DL_LAX_Flight_Service_Reimbursements@aa.com

MIA:

-Sara Rosado, 786-591-2900

NYC:

-JFK Flight Service Crew Service Center, 718-487-7882/83

-LGA Flight Service Crew Service Center, 718-476-4320

ORD:

-Debbie LeBlanc, 773-686-8848

PHL:

-Flight Service Coordinators 610-362-4100, DL_PHL_FLT_SVC_Coordinators@aa.com

PHX:

-Christian Uribe, 480-693-2945