

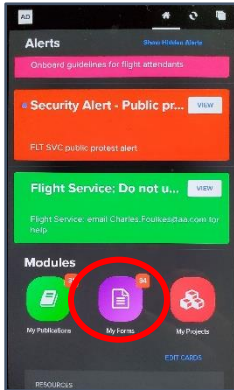
# Training Flight Request Form Instructions

## Purpose

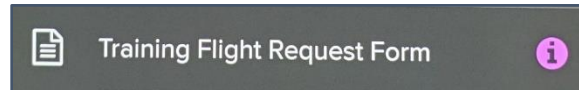
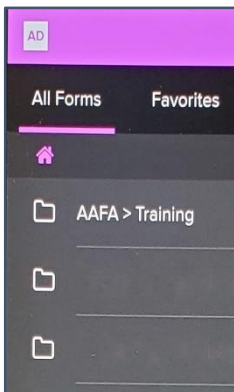
To request a flight or change a flight to attend training.

## Step-by-step

### Step 1: Access Forms from Comply on Tablet



### Step 2: Access the “AAFA>Training”→Training Flight Request Form



### Step 3: Basic Information

- FA Last Name: Automatically populated with tablet owner’s last name.
- FA Employee #: Automatically populated with tablet owner’s employee number.
- FA Base: Automatically populated with tablet owner’s base.
- Email Address: Automatically populated with tablet owner’s AA email address. This can be overwritten with another, if preferred.
- Date of Travel: Calendar drop down.

**Step 4: Flight Information**

- Dep City (to training): Enter city code of origin
- Pref. Dep Time: Drop down of times (24-hour clock) preferred for departure from origination city
- Arr City (from training): Enter city code of home destination
- Form Submission Date: Calendar drop down.

**Step 5: Electronic Signature**

- Sign

**Step 6: Submit**



- Be sure to submit form by clicking on the paper airplane icon in upper right corner of form (as shown in example above).

**\*\*Please Note:**

- You will receive a confirmation email of this form in your AA email account once submitted. The Training Support Team will send you an approval (with trip details and PNR) or rejection of your request by the end of the following day, excluding holidays.