



Dress Code while Traveling

At American Airlines, we are proud to have one of the most relaxed dress codes in the industry that in turn gives you and your guests much more freedom and flexibility in traveling. You must ensure that your pass travelers adhere to the dress code. Pass travelers who are improperly dressed will not be accommodated on the flight. If a traveler is properly [attired for coach](#) but not for [first or business](#), and only first or business is available, the traveler will not be accommodated in first or business class.

AA mainline First Class attire requirements also apply to non-revenue customers who are accommodated in the First Class cabin of an Eagle (CRJ) aircraft.

Additionally, once you or your guests have been accommodated for a flight, it is a violation of travel privileges to change into clothing that does not meet the appropriate dress code. The dress code as listed below applies to travel on AA and American Eagle. See also Sabre Star Record [N*DRESS](#) and F*PSM/NRSA/DRESS in Focus.

- Attire for all cabins must be well groomed, neat, clean, and in good taste. (If in doubt, wear something else.)
- Traditional or casual business attire is required for first or business class accommodation.
- Coats, jackets, and ties for men are not required.
- Hosiery and socks or collars are not required for men or women.
- Women's style of shoes or sandals such as open toe, sling-back, and clogs are acceptable.
- Capri pants are acceptable in all cabins.

Do not Wear

The following are examples of unacceptable attire. Items listed in the left-hand column are not acceptable in any cabin. Items in right hand column are not acceptable in first or business class cabin.

Not Acceptable in Any Cabin	
Shorts or T-Shirts	
Sweatshirts or tank tops	
Micro-mini skirts	
Jogging suits, workout clothing or leggings	
Bare-midriff or provocative/revealing/see-through clothing	
Beach clothing or footwear, flip-flops	
Clothing with offensive terminology or graphics	
Clothing with holes/ragged or cutoff edges	

Not Acceptable in First or Business	
(acceptable for coach cabin only)	
Denim clothing of any kind or color	
Athletic footwear/casual sandals	
Split skirts above the knee	
Skorts	

Note: Children age six (6) and under are permitted to wear shorts in coach.

Due to the diversity and constantly changing nature of fashion, we will never be able to cover all possible types of attire. We rely on you to carefully consider the intent of the dress code for the class of service you desire when selecting clothing to wear on a trip.

Compliance with Travel Standards

Travel is a unique and special privilege we offer to our employees and their guests. As with any privilege, it's important that everyone follow the standards and expectations outlined below. Please ensure that you and your guests understand these standards and expectations when traveling on American Airlines (AA) and American Eagle as well as other carriers.

You or your guests may only use travel privileges for personal pleasure travel. Your personal travel privileges may not be used for **any** kind of business-related travel.

You may use personal travel for your personal charitable efforts as long as no compensation and no personal benefit is received. A personal benefit includes, but is not limited to, accommodations, meals, tickets, merchandise of other than nominal value, the benefit of future business that may create personal gain, etc., and cannot create a [Conflict of Interest](#).

Travel passes may not be sold, purchased, donated, traded, or exchanged for goods or services.

It is important that you avoid revealing to revenue passengers that you are an airline employee or that you are traveling on a pass or [reduced rate ticket](#).

Our customers always come first. Observe the highest standards of courtesy and [conduct](#) toward everyone with whom you come in contact. Be alert to the needs of our customers. Offer to move so revenue passengers traveling together may sit together or otherwise be more comfortable.

Our employees working the flights are extremely busy serving our customers. Cooperate fully with instructions and decisions given to you by employees on duty. If you feel that you have been treated improperly, wait until you return to work and have your Manager forward your comments to the proper department.

All employees using travel privileges are required to follow all airport security regulations. This includes a mandatory TSA screening of any passenger or luggage traveling on-board our aircraft. Security screening requirements also apply to NRSA travelers and their bags. Employees and guests may not enter the secured area of airport terminals through employee portals or entrances with the intention of traveling unless they are a working crewmember. SIDA (Security Identification Display Areas) access may be permanently revoked by TSA and corrective action by the company will result for any breach of airport security.

After [checking in](#) at the airport, remain clear of the ticket lift desk or service center until you are called by name to receive a seat assignment.

When given a boarding pass, board as soon as directed and take your assigned seat. Do not ask other passengers to move to improve your seating. If asked to change your seat, change your cabin, or deplane, do so quickly and quietly.

We provide special amenities to our customers that in turn cost the Company significant money. As a pass traveler, it is important that you do not request special services or considerations such as special meals or complimentary products such as alcoholic drinks, buy-on-board products, or headsets from ground or in-flight personnel except for medical aid that may be required in-flight.

If you drink alcoholic beverages on a flight, drink moderately. Employees traveling in uniform are not permitted to consume alcoholic beverages.

You may not use [space available](#) passes if you have already booked travel using AAdvantage Miles, an [AA20](#), or any revenue ticket on the same day between the same cities.

Allow for sufficient time to return to work when traveling standby. Failure to report to work on time because of problems encountered while using travel privileges is not an acceptable excuse.

If you are unable to work when scheduled, you are unable to travel.

If you and your travelers do not intend to travel on a specific flight, you may not check in for that flight in order to be rolled to a later flight for the purpose of obtaining an earlier check-in time.

Keeping the Aircraft Clean

Before deplaning, pick up after yourself and the immediate area around you. Give your newspapers and service items to the Flight Attendants prior to landing, or take them with you. This will provide more time for our flight and ground crews to focus on other cleaning items within the cabin to ensure we have the best product for our customers.

PLEASE be sure you have read and understand the entire AA Trip Book found on Jetnet prior to traveling on your D2 passes. Contact us with any questions!!