

# Airline Policies

Airline policies are beyond ASC's control.

## PASSPORTS

- Valid six months after return.
- Undamaged beyond normal wear and tear.
- At least one blank page for every country you plan on visiting.
  - If not, the airline has the right to deny boarding at your AOD.

## LIMITED BAGGAGE TRANSFERS

- Ask when you check in: How far are your bags going?
- Increasingly, airlines are not honoring baggage transfers between carriers.
- Even on domestic routes, you might have to retrieve your bags and re-check them during stopovers, especially if you switch airlines.
- ASK when you check in.
- You will ALWAYS retrieve your bag at Port of Entry in New Zealand or Chile to go through Customs and Immigration.

## NUMBER OF BAGS

- See the *ASC Baggage Allowance* page.
- Be prepared to pay baggage fees at the counter, reimbursable within USAP limits.

## BATTERIES

- Increasingly, airlines are prohibiting lithium batteries in checked baggage.
- Some airlines restrict regular batteries, too.
- Check the airline website(s) for prohibited items.

## CHECK-IN

- 90 minutes domestic, 3 hours international.
  - Less than that, the airline can deny boarding.

## SPECIAL MEALS

- Airlines often charge for special meals.
- ASC will submit your request but cannot reimburse airline surcharges.

## SEAT PREFERENCE

- Increasingly, airlines are limiting the number of seats that can be pre-selected by the passenger.
- ASC Travel does not have the ability to pre-select your seat.
- Do not pay money or use frequent flier miles to change or upgrade any part of your ticket. If you do, ASC loses control of the ticket and ASC Travel is unable to assist with travel issues. All changes en route and at redeployment become your responsibility with no reimbursement.



## ID

- The name on your government-issued ID (e.g., passport) must match the name on your ticket exactly.
  - If not, you WILL be denied boarding at your AOD.

## HOMELAND SECURITY

- Last minute changes; no-shows.
  - Raises red flags, incurs delays at check-in.
- If you skip, miss, or change any flight leg, notify ASC Travel.

*Confirm your itinerary with the airline(s) 24 hours prior to flight. Last minute changes are difficult, if not impossible to accommodate. Don't miss your flight! ASC might not be able to rebook you.*

