

**AAdvantage
Business**



Booking as a Travel Manager

As an AAdvantage Business™ member, your company earns miles on all eligible employee travel. Plus, employees who choose to register can earn additional Loyalty Points* on business travel. You can book and manage all your travel in one place on [aa.com](https://www.aa.com), and can earn rewards on eligible travel booked anywhere with American.

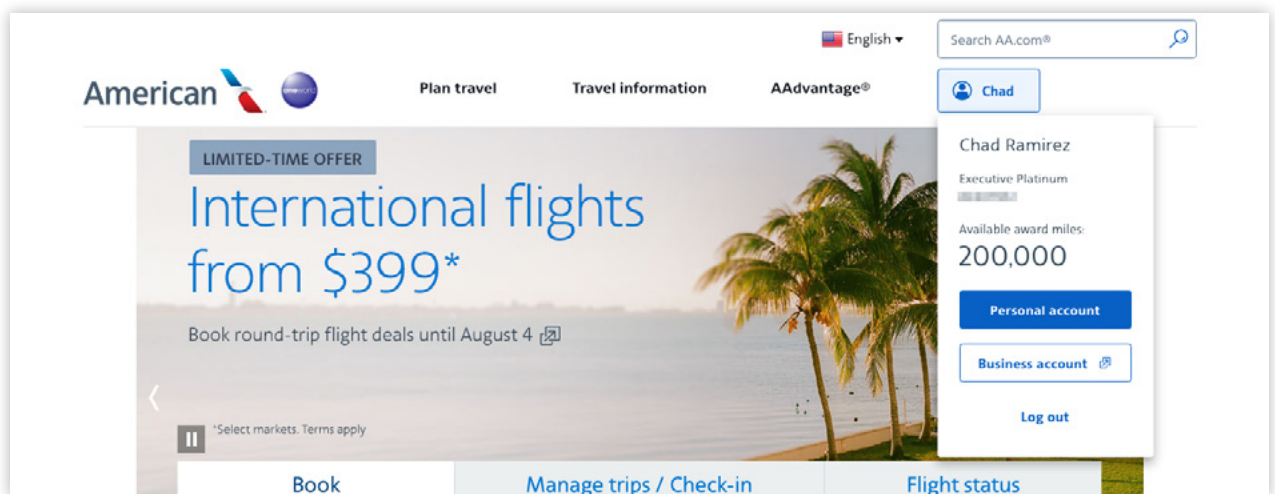
If booking with an agency, they'll need to include your business account number in all reservations before travel. Your travel agency can find more details on ticketing requirements on our [SalesLink® platform](#).

*Registered travelers begin to accrue additional Loyalty Points after the company meets its qualifying threshold.

Follow these easy steps to book your business travel on [aa.com](https://www.aa.com):

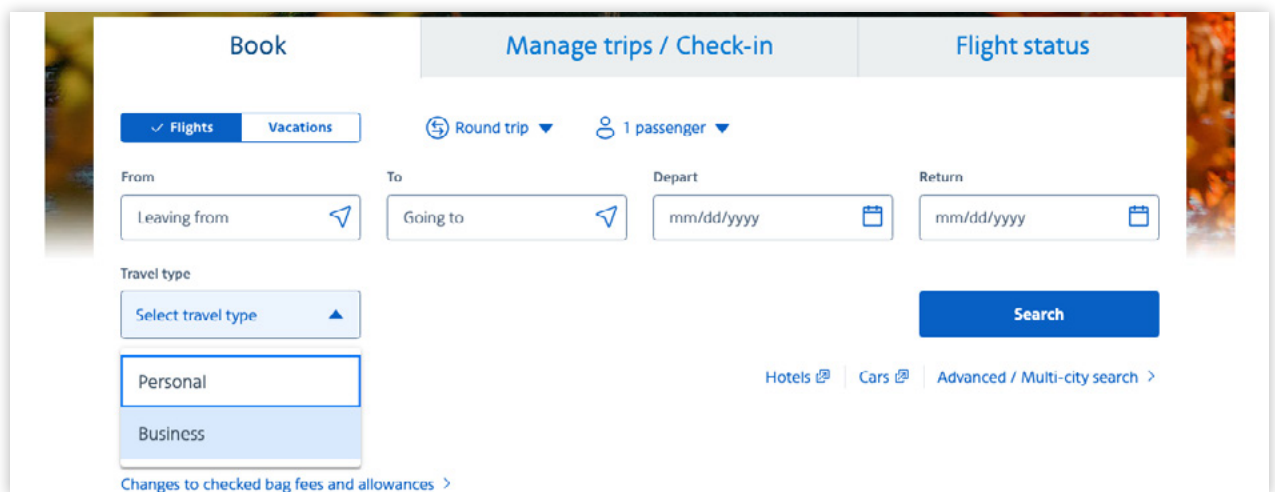
1

Visit [aa.com](https://www.aa.com) and log in to your personal AAdvantage® account.



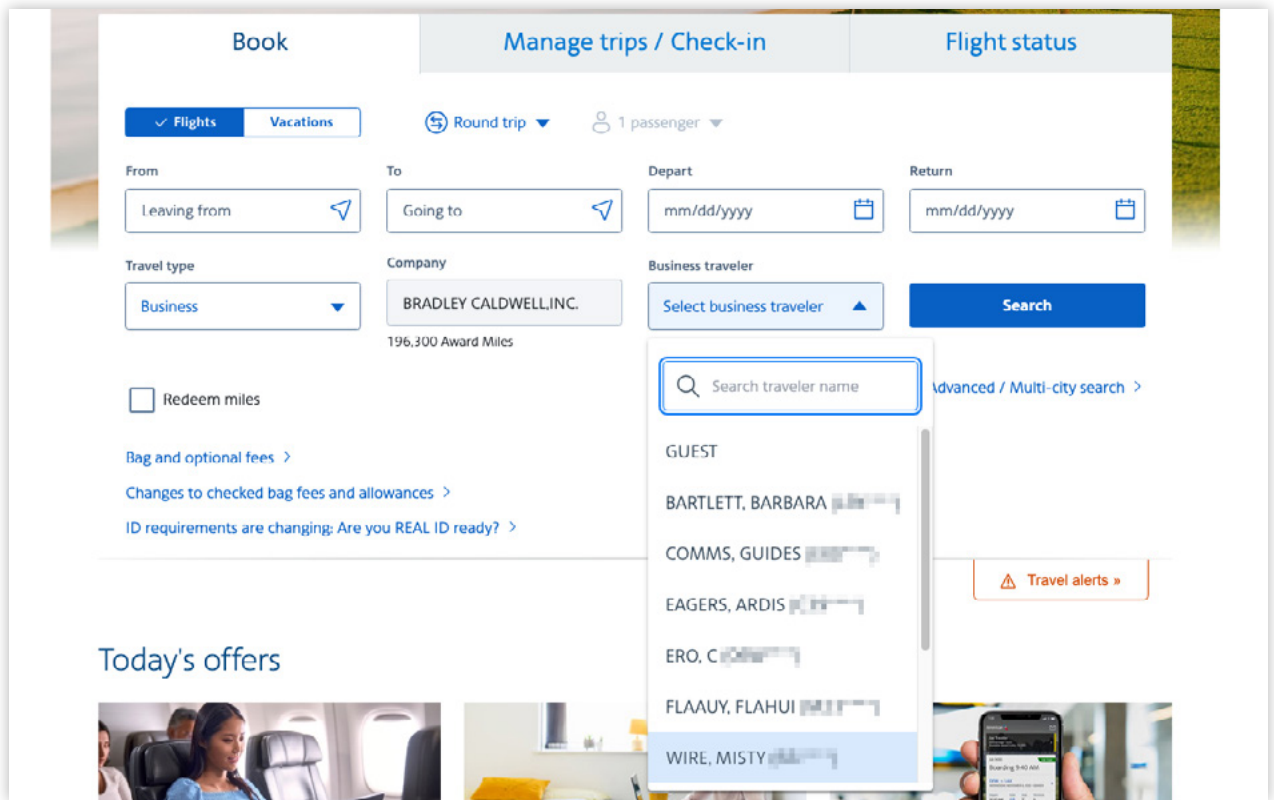
2

Choose your departure and arrival cities and dates, and choose 'Business' from the 'Travel type' dropdown menu. Your company name and a 'Business traveler' option will appear.



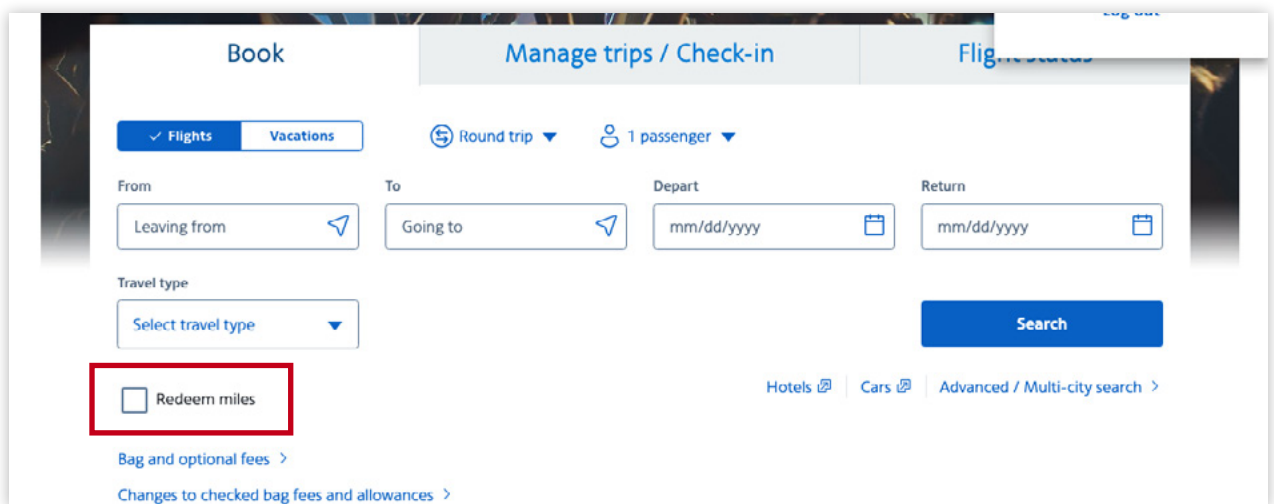
3

Choose to book for yourself or any other registered traveler within the 'Business traveler' dropdown. Search and select by name to auto-populate all travel details from their AAdvantage® profile. You can also choose to book a business trip for a 'Guest' in the drop down. Click 'Search'.



4

If you'd like to use your business's miles to book award travel, select 'Redeem miles' before clicking 'Search'. You can book award travel to more than 1,000 destinations on [aa.com](https://www.aa.com).



For more details on using your business's miles for travel, view our [Redeeming your miles guide](#).

Choose your flights from the search results and select your fare. If you've set travel policy rules for the traveler within the travel management portal, the search results will indicate if the fare is within policy guidelines. If booking for a guest, the results will display any travel policy rules set for your account's designated 'Default' team.

Choose flights

« New search

You are booking an AAdvantage Business™ trip for FAST N FURIOUS AUTOMOTIVE.

DEPART

Dallas/Fort Worth, TX to London, United Kingdom

Monday, October 28, 2024

< Fri, Oct 25 \$768 Sat, Oct 26 \$768 Sun, Oct 27 \$718 **Mon, Oct 28 \$483** Tue, Oct 29 \$483 Wed, Oct 30 \$487 Thu, Oct 31 \$537 >

Filter by: Stops Airlines 40 results

Depart ▲▼ Arrive ▲▼ Duration ▲▼ **Main** ▲▼ Premium Economy ▲▼ Premium ▲▼

DFW	LHR	9h 5m	Nonstop	One way from	One way from	One way from
4:15 PM → 6:20 AM ¹¹				\$483	\$2,448 <small>1 seat left</small>	\$8,313 <small>Flagship® available</small>
✈ AA 20 · 77W-Boeing 777						
Details Seats						
⚠ Overnight flight or connection						


Select one of these fares

Fares include the business traveler's AAdvantage® status benefits.

One way	One way	One way
Premium Economy	Flagship® Business	Flagship® First
\$2,448 per person	\$8,313 per person	\$13,763 per person
OUT OF POLICY	OUT OF POLICY	OUT OF POLICY
<ul style="list-style-type: none"> ✓ Check 2 bags free ✓ Choose a wider seat with more legroom ✓ Priority check-in and boarding access (Group 4) 	<ul style="list-style-type: none"> ✓ Check 2 bags free ✓ Choose a lie-flat seat ✓ Priority check-in and boarding access (Group 1-2) ✓ Flagship® Lounge and Admirals 	<ul style="list-style-type: none"> ✓ Check 3 bags free ✓ Choose a lie-flat seat ✓ Flagship® First check-in and boarding access (Group 1) ✓ Flagship® First Dining experience in



For more details on adding and assigning travel policy guidelines, view our [Managing travel policy guide](#).

Review 'Your trip summary' details and confirm you're booking an AAdvantage Business™ trip. If a travel policy has been assigned for the traveler, you'll also be able to confirm the trip is within policy guidelines.



[PLAN TRAVEL](#)
[TRAVEL INFORMATION](#)
[AADVANTAGE®](#)

[Home](#)
[English](#)

Choose flights

« New search

You are booking an AAdvantage Business™ trip for BRADLEY CALDWELL, INC..

Your trip summary

Premium Economy

One way (non-refundable)

\$2,438 per person

Total \$2,437.30 (all passengers)

Includes taxes and carrier-imposed fees

[Price and tax information](#)

[Bag and optional fees](#)

OUT OF POLICY

DEPART

Dallas/Fort Worth, TX to London, United Kingdom

Wednesday, October 2, 2024

DFW → LHR

4:45 PM → 8:00 AM⁺¹ 9h 15m Nonstop Premium Economy

AA20 • 77W-Boeing 777

⚠ Overnight flight or connection

[Details](#) | [Change](#)

Upgrade to Flagship® Business ⓘ

One way (non-refundable)

+\$5,525 per person


Total \$7,962.30 (all passengers)

OUT OF POLICY

Upgrade

Room to work or relax

- ✓ Check 2 bags free (based on status)
- ✓ Choose a lie-flat seat
- ✓ Priority check-in and boarding access (Group 1-2)
- ✓ Flagship® Lounge and Admirals Club® access
- ✓ Earn 5 miles/\$ (or more based on status)
- ✓ Changes allowed
- ✓ Full refund to travel credit



Upgrade to Flagship® First ⓘ

One way (refundable)

+\$11,260 per person


Total \$13,697.30 (all passengers)

OUT OF POLICY

Upgrade

Best way to travel

- ✓ Check 3 bags free (based on status)
- ✓ Choose a lie-flat seat
- ✓ Flagship® First check-in and boarding access (Group 1)
- ✓ Flagship® First Dining experience in select cities
- ✓ Flagship® Lounge and Admirals Club® access
- ✓ Earn 5 miles/\$ (or more based on status)
- ✓ Changes allowed
- ✓ Full refund to original form of payment



TRAVEL WITH BENEFITS

7

Traveler details are prefilled for registered travelers. If booking for a 'Guest', enter passenger details, including AAdvantage® number and work email.

American Airlines PLAN TRAVEL TRAVEL INFORMATION AADVANTAGE® Chad

Passengers

« New search

Know before you go
Find the latest health and travel requirements for your destination. [Start your search](#)

International travel requires a valid passport
If you have a U.S. passport, check the expiration date; many countries require that your passport be valid for at least six months after you arrive. For more information on destinations and passports, visit [travel.state.gov](#).

Business trip

ONE WAY
Dallas/ Fort Worth, TX to London, United Kingdom
Wednesday, October 2, 2024

Your trip total
\$2,437.30
Price for all passengers
Price and tax information
OUT OF POLICY
Includes taxes and carrier imposed fees
Bag and optional fees

Learn more

Passenger details

Enter names as printed on each passenger's government-issued photo ID. [TSA Secure Flight rules](#)

We collect your personal data in accordance with applicable laws and regulations. Read how we use and protect your personal information. [American Airlines privacy policy](#)

Passenger 1

SAILOR MOON
[Edit](#)
(* Required)
Passenger's Secure Flight information is on file

First name * MISTY	Middle name	Last name * WIRE
Loyalty program	Loyalty number	

8

Choose your seats.

Review trip information and submit your payment. If you have a company card assigned for your use in the business account, it will be available when booking for yourself or any registered traveler. With a guest booking, you'll need to manually enter the form of payment.

If your business account has any available Trip Credit, you'll be prompted to 'Add Travel Credit' on the payment page. Account Trip Credit can be used to book for yourself or any registered traveler. If booking for a guest, you can manually enter the Trip Credit number to redeem.

Review and pay

Review your AAdvantage Business™ trip with BRADLEY CALDWELL, INC.
Once booked, your trip will be updated in your company travel portal.
[AAdvantage Business™ Terms and Conditions](#)

Out of policy
One or more segments of your trip does not comply with your company's travel policy. Select your reason for exception to be noted with your travel report and continue with your booking. If you have any questions, please contact your company's Travel Manager.

Choose an option

- Better schedule (e.g., an earlier flight to avoid an overnight stay)
- No suitable in-policy flights (e.g., limited flights on desired dates)
- Better fare or in-flight amenities
- Direct flight or shorter layover
- Last-minute change or emergency travel

How would you like to pay:

You have available travel credits you can apply to this trip. [Apply available credits](#)

Saved cards for BRADLEY CALDWELL, INC. BUSINESS

VIP card 03/30
•••• 1111

[Edit card](#)

Business card transactions and payment information may be available to your company, Travel Manager or card issuer. Contact your Travel Manager for details.

Your saved cards

Primary
MASTER CARD 0002 12/29

Misty Wire
AAdvantage® member

AAdvantage® earnings for this trip	Miles	Loyalty Points
	12,025	12,025

[Show AAdvantage® earnings >](#)

Your trip OUT OF POLICY

DFW - LHR

Wednesday, October 2, 2024

DFW 4:45 PM → **LHR** 8:00 AM

AA 20 · Premium Economy

Cost summary

Premium Economy x 1	\$1,980.00
Taxes and carrier imposed fees	\$457.30
Total fare	\$2,437.30
Extras	
Standard Seat x 1	\$0.00
AAdvantage® benefits	
Same Day Stand By	Included
Total extras	\$0.00
Total amount due (All passengers)	\$2,437.30

Starting at \$220/mo with [affirm](#). [Learn more](#)

[Reservation and tickets FAQs](#)

If you've selected a fare that doesn't follow the travel policy for the traveler, you'll be asked to give a reason for the exception before payment. Once confirmed, the reservation will be added as a business trip in your company's travel management portal.

Follow these steps to make changes to your business travel on aa.com:

1

Log in to your AAdvantage® account.

The screenshot shows the American Airlines website homepage. At the top, there is a search bar with the text "Search AA.com®" and a language dropdown set to "English". The main navigation includes "Plan travel", "Travel information", and "AAdvantage®". A user profile dropdown menu is open, showing the name "Chad", the account type "Executive Platinum", and "Available award miles: 200,000". The dropdown menu has buttons for "Personal account", "Business account", and "Log out". Below the navigation, there is a promotional banner for "International flights from \$399*" with a "LIMITED-TIME OFFER" tag and a deadline of "August 4". The main content area is divided into three tabs: "Book", "Manage trips / Check-in", and "Flight status". The "Book" tab is active, showing a search form with fields for "From" (Leaving from), "To" (Going to), "Depart" (mm/dd/yyyy), and "Return" (mm/dd/yyyy). There are also buttons for "Flights" and "Vacations", a "Round trip" selector, and a "1 passenger" selector. A "Search" button is at the bottom right of the search form. There is also a "Redeem miles" checkbox and links for "Hotels", "Cars", and "Advanced / Multi-city search".

2

Go to 'Manage trips / Check-in' for a list of your trips. Choose 'View/Change' to make edits to a specific trip.

The screenshot shows the "Manage trips / Check-in" page on the American Airlines website. The page has three tabs: "Book", "Manage trips / Check-in", and "Flight status". The "Manage trips / Check-in" tab is active, displaying a table of flight reservations. The table has columns for "Depart date", "Depart from", and "Reservation name". Below the table, there is a "View travel credits in your account" link and a "View all" button. At the bottom right, there is a "Travel alerts" link with a warning icon.

Depart date	Depart from	Reservation name	
05/14/24	SFO	SFO - MIA	View/Change »
07/20/24	DFW	DFW - IAH	View/Change »
08/04/24	DFW	DFW - HNL	View/Change »
08/05/24	SNA	SNA - PHX	View/Change »
08/06/24	DFW	DFW - HNL	View/Change »

Click 'Change trip' to make revisions to your travel booking.

The screenshot displays the American Airlines website interface for a flight booking. At the top, the American Airlines logo is visible alongside navigation links for 'PLAN TRAVEL', 'TRAVEL INFORMATION', and 'AADVANTAGE'. A user profile for 'Chad' is shown in the top right corner. The main heading is 'Your trip', with a link to 'Show all trips' and a 'Messages' notification.

The flight details section is titled 'Misty Wire', an AAdvantage member. It includes a confirmation code, trip name (MIA/SFO), issue date (May 13, 2024), and status (Ticketed). A prominent blue 'Change trip' button is present, with a note that 'Basic Economy restrictions may apply' and a link to 'Get trip notifications'. Below this are options to 'Choose seats', 'Cancel trip', 'Add bags', and 'Cost summary', along with a 'Show more' link.

The flight summary indicates an 'AAdvantage Business' trip for 'Wednesday, July 31, 2024' from 'Miami, FL to San Francisco, CA'. The flight is 'Nonstop' with a 'Travel time: 5h 55m'. A timeline shows the flight is 'ON TIME', departing Miami, FL at 7:30 PM and arriving San Francisco, CA at 10:25 PM. The flight number is 'AA 2280 - Basic Economy'. A table provides details for departure and arrival, including scheduled and estimated times, terminal, gate, and baggage claim information. The aircraft is identified as 'Airbus A321neo'. A 'Share alerts for this flight' link is also visible.

At the bottom, a 'Mileage Multiplier' promotion is featured, stating 'Earn extra miles, without extra travel.' and offering a 'MISTY WIRE' deal: 'Buy 5,000 miles for only \$189'.

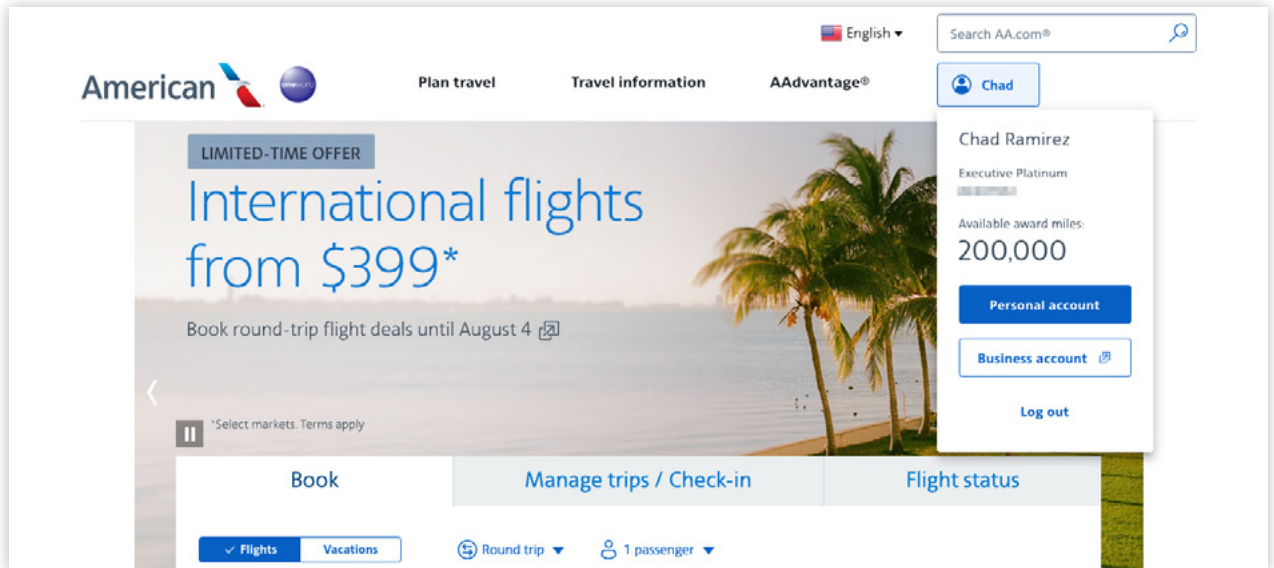
If you need to change a trip and have set a travel policy, the search results will indicate which fares follow policy rules.

If you need to cancel an award booking, the miles will be returned to the business account within 48 hours. If cancelling a non-refundable ticket or a trip booked with Trip Credit, the value (minus any fees) will be returned to the business account as a Trip Credit.

Follow these steps to make changes to your employees' business travel on aa.com:

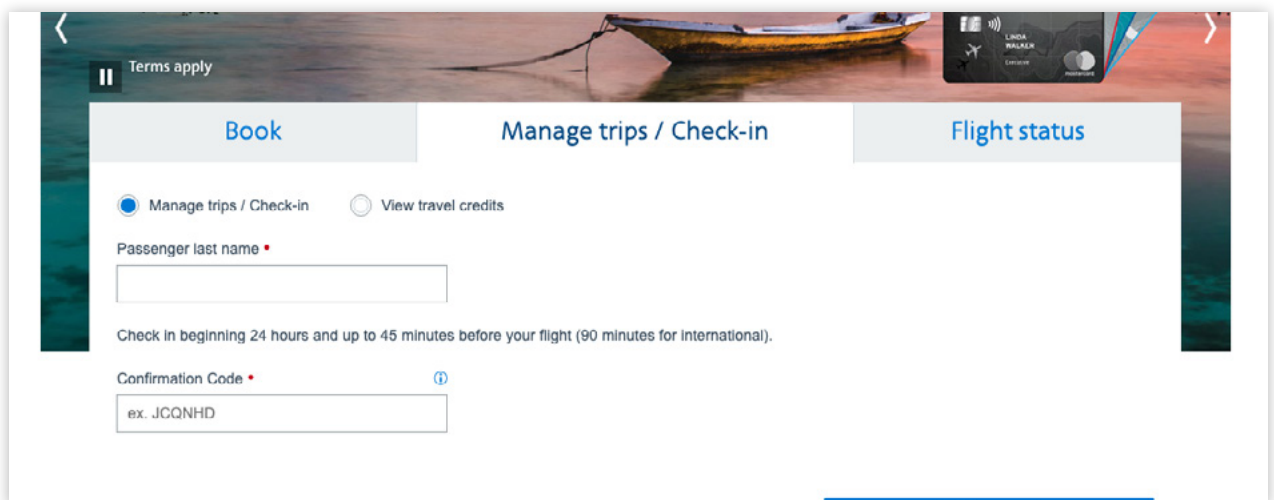
1

Log out of your AAdvantage® account – if logged in, you can only view your travel.



2

Go to 'Manage trips / Check-in' to search for an employee's trip. Enter the passenger's last name and 6-letter confirmation code and 'Find your trip'.



Click 'Change trip' to change the booking, or select 'Cancel trip' to cancel the reservation.

The screenshot displays the American Airlines website interface for a flight booking. At the top, the American Airlines logo is visible, along with navigation links for 'PLAN TRAVEL', 'TRAVEL INFORMATION', 'AADVANTAGE', and a 'LOG IN' button. A search bar for 'Search AA.com' is also present.

The main heading is 'Your trip', with a 'Messages' notification showing 3 messages. Below this, there is a 'Misty Wire' section with a thank-you message to a loyal AAdvantage member. A 'Change trip' button is prominently displayed, with a note that 'Basic Economy restrictions may apply' and a link to 'Get trip notifications'. Other options include 'Choose seats', 'Cancel trip', 'Add bags', and 'Cost summary', each with a right-pointing arrow. A 'Show more' link is at the bottom of this section.

The flight details section is titled 'AAdvantage Business™ trip for Teen Challenge' and specifies the date 'Wednesday, July 31, 2024' and the route 'Miami, FL to San Francisco, CA'. It notes a 'Nonstop' flight with a 'Travel time: 5h 55m'. A timeline shows the flight is 'ON TIME', departing at 7:30 PM from Miami, FL and arriving at 10:25 PM in San Francisco, CA. Below this, the flight is identified as 'AA 2280 - Basic Economy'. A table provides further details:

DEPART	ARRIVE	DETAILS
Scheduled: 7:30 PM	Scheduled: 10:25 PM	Seats: --
Estimated: 7:30 PM	Estimated: 10:25 PM	Bags: --
Terminal: --	Terminal: --	Meal: Food for purchase
Gate: --	Gate: --	Amenities: --
	Baggage Claim: --	Aircraft: Airbus A321neo

If you need to change a trip and you set travel policy rules for the traveler, the search results will indicate which fares follow policy rules.

If cancelling a non-refundable ticket or a trip booked with Trip Credit, the value (minus any fees) will be returned to the business account as a Trip Credit.



Have more questions?

Contact our customer service team at 877-229-8278, available 7 a.m. – 7 p.m. CT, Monday through Friday. Or, chat with our virtual assistant on [aa.com](https://www.aa.com) or in the [American app](#) – available 24 / 7.

