



AIR CANADA REWARDS FOR SMALL BUSINESS

Book it. Track it. Reap the rewards.

Air Canada Rewards for Small Business is a program that allows companies to earn rewards and complimentary services when booking with Air Canada. Designed to help make the most of business travel, it offers companies currently **without an Air Canada Preferred Carrier Agreement**, an exclusive online tool that helps you manage your client's business travel expenses and tracks their rewards simultaneously.

The more your client's company spends throughout this program, the more benefits it will reap. Rewards can be shared among employees, on top of the Aeroplan® Miles and Air Canada Status Miles they earn simply by flying with Air Canada.

This program is designed to help your client's company with its travel needs with one single easy-to-use tool:

- Book Air Canada flights and cars;
- Create and manage corporate and individual profiles;
- Manage travel expenses with detailed reports;
- Track amazing rewards.

Enrolling your client's company is easy!

To enroll your client's company, simply login using your aircanada.com/agents login details. The first time you login to the tool, it will create an Air Canada Rewards for Small Business account for your travel agency. From your agency administration page, click on the *Create New Account* tab located on top of the page and complete the enrollment form by providing the following information:

- Your client's company name and address;
- Your client's company TAX ID number;
- Your client's company's corporate officer information and program administrator.

Once the enrollment is complete, your client's company account will be created under your travel agency's IATA. An email will automatically be sent to the agent, including the Air Canada Rewards for Small Business Account Number.

Air Canada Rewards for Small Business account enables you to book flights and reserve cars on behalf of your client.

Your role as a travel agent

As the agency of record associated with your client's Air Canada Rewards for Small Business account, you are assigned as the Administrator Agent. As an Administrator Agent, you can:

- Book and manage travel on behalf of your client's company;
- Create or edit account users;
- Assign corporate administrator and travel arrangers;
- Update your client's company information;
- Configure the company's account to enable or disable the booking service functionality.

Please review the Travel Agency User Guide and the Frequently Asked Questions for more information.

OFFERS AND REWARDS

WELCOME OFFER

For a limited time, to welcome companies to the Air Canada Rewards for Small Business program we offer:

- A one-time 15% flight booking discount
- Up to 10% discount on Maple Leaf™ Club memberships
- One-time complimentary Maple Leaf Lounge access
- Five (5) prepaid OnBoard Café vouchers

REWARDS

Air Canada Rewards for Small Business is more than a travel management tool. It's our way of thanking companies and their employees for their loyalty. That's why we offer companies amazing rewards for their employees to share while continuing to earn Bonus Aeroplan Miles and Air Canada Status Miles. Each time a company reaches a revenue threshold, it receives complimentary or discounted products and services offered by Air Canada and its best partners. Rewards include:

- Discounts on Air Canada flights
- eUpgrade Credits
- Maple Leaf Club memberships
- Car rentals from Avis® and Budget®
- Advance seat selection
- Maple Leaf Club access
- On My Way™ travel assistance

REWARD/REVENUE THRESHOLD CHART

YEAR 1 Rewards	Company Revenue spent		
	20,000 to 150,000	150,001 to 300,000	300,001 to 500,000
Discount at the fare level*	2%	4%	5%
Advanced seat selection Rebate	\$5	\$5	\$5
Prepaid Maple Leaf Lounge access Rebate	Up to \$5 for NA Up to \$8 for Sun & INTL	Up to \$5 for NA Up to \$8 for Sun & INTL	Up to \$5 for NA Upto \$8 for Sun & INTL
On My Way™ Rebate	Up to \$5 at sign-up Up to \$10	Up to \$5 for sign-up Up to \$10	Up to \$5 for sign-up
eUpgrade Credits	10 credits	10 credits	10 credits

These travel option discounts are now offered to all designated employees as part of the Air Canada Rewards for Small Business program. To take advantage of these travel option discounts, travel agents and or designated employees will need to login to Air Canada Rewards for Small Business platform to book a flight and the discounted travel options will automatically appear as a selectable travel option during the flight booking process. These travel option discounts are valid for the remainder of your client's enrollment year and the following twelve (12) months, except for eUpgrade Credits which are valid for one year from date of deposit.

*The flight booking discount is available only bookings made at aircanada.com/agents as part of the Air Canada Rewards for Small Business program. Applicable for travel with Executive Class, Executive First, Latitude and Tango Plus fares on flights operated by Air Canada and Air Canada Express only and cannot be combined with any other offer. Discount does not apply on Tango fares. The discount will be displayed when you choose your client's flight. A maximum of nine (9) passengers per booking is permitted. Available for one-way, round-trip and multi-city itineraries. Other conditions may apply. For complete details please review the program terms and conditions on aircanada.com/agents. For complete terms and condition please refer to Rewards for Small Business Travel agent site.

YEAR 2 INCENTIVES

In year 2, your client's company will receive the threshold Rewards that they reached at end of year 1. The company will also receive additional Rewards as shown in the year 2 table below based on their year 1 revenue spend.

YEAR 2 Rewards	Company Revenue spent		
	20,000 to 150,000	150,001 to 300,000	300,001 to 500,000
Complimentary Maple Leaf™ Lounge Club memberships	1	2	3
Maple Leaf™ Lounge Club memberships discount	5%	8%	10%
Complimentary Tango seat selection	8	12	15

For example if your client's company achieved 200K at end of year 1 then the employees will be eligible at the beginning of year 2 for the following circled benefits:

Rewards	Company Revenue spent		
	20,000 to 150,000	150,001 to 300,000	300,001 to 500,000
Discount at the fare level*	2%	4%	5%
Advanced seat selection Rebate	\$5	\$5	\$5
Prepaid Maple Leaf Lounge access Rebate	Up to \$5 for NA Up to \$8 for Sun & intl	Up to \$5 for NA Up to \$8 for Sun & intl	Up to \$5 for NA Up to \$8 for Sun & Intl
On My Way Rebate	Up to \$5 at sign up Up to \$10	Up to \$5 for sign up Up to \$10	Up to \$5 for sign up
Upgrade credits	10 credits	10 credits	10 credits

IN YEAR 2

Rewards	Company Revenue spent		
	20,000 to 150,000	150,001 to 300,000	300,001 to 500,000
Complimentary Maple Leaf™ Lounge Club memberships	1	2	3
Maple Leaf™ Lounge Club memberships discount	5%	8%	10%
complimentary Tango seat selection	8	12	15