



## AD 75/50 REDUCED RATE AUTHORIZATION PROGRAM FOR U.S. TRAVEL AGENTS

AD75 authorization numbers entitle qualified agency personnel to a 75 % reduction on applicable fares when travelling on Air Canada and Air Canada Jazz marketed and operated flights for Transborder and International destinations only (codeshare flights are not permitted)

Fifty percent reduction (AD50) is also extended to the spouse of qualified agency personnel. The agency personnel and the spouse must travel all segments of the itinerary together and be booked on the same PNR.

A spouse is defined as legally married or common-law partner of the same or opposite sex.

### **AGENT ID VALIDATION**

All travel agents must present a valid IATAN travel agent ID card to Air Canada personnel at time of check-in.

All passengers travelling with reduced rate tickets can be off-loaded in oversell situation

## ELIGIBILITY *and* VALIDITY

The AD75/50 program is extended to agencies appointed by ARC for at least 12 consecutive months. Qualified personnel must be employed by the agency without interruption, for 12 months before the travel date.

Qualified personnel also includes those employed for at least 3 months, provided they were previously employed with another approved agency, and the employment interruption did not exceed 60 days.

Please consult the IATA resolution 880 in the IATA travel agents manual

## RESERVATIONS *and* TICKETING

2010 AD75/50 authorizations are valid for outbound travel, up to and including January 31, 2011.

Requests for AD75 authorization numbers must be emailed to [usasalessupport@aircanada.ca](mailto:usasalessupport@aircanada.ca). Telephone inquiries will not be actioned.

Authorization numbers received as a reward for participation in any Air Canada promotion, or incentive program will be valid for outbound travel up to and including the expiry date indicated on the reduced rate authorization (AD75) form provided by Air Canada to the qualifying agency.

Please review the fare rule first to ensure it permits an agent discount and book your reservation in your CRS. If you are traveling with your spouse, you must be booked on the same PNR and travel all segments, from point of origin to point of destination together.

## RESERVATIONS



### Economy Class

Reservations must be booked in B class, but the discount applied using:

- Y or B fares for travel to Canada and international destinations

**When traveling with an AD50 in Economy, you may book the entire PNR at any time.**

### Executive Class/Executive First

For departures **OUTSIDE** 72 hours of each segment:

- Book in B class and issue your ticket in Y class; once you are within 72 hours of each segment, rebook each segment in Z, if available, and re-issue the ticket using the J fare

For departures **WITHIN** 72 hours of each segment:

- Book in Z class, and apply your discount using the J fare.

**When travelling with an AD50 in Executive Class, or Executive First, you may book the entire PNR within 21 days of the first outbound flight.**

## TICKETING

### Economy Class and Executive Class/Executive First

A ticket time limit applies to all unrestrictive fares booked in J, C, D, Z and Y class. Ticketing is required 3 days prior to departure, or within 24 hours for bookings made within 3 days of departure. This is applicable:

- Starting April 29, 2010, for travel within Canada and between Canada and U.S.
- Starting May 27, 2010, for international travel

Bookings will be monitored via the Air Canada automated Flight Firming Tool which searches for un-ticketed PNRs passed their ticketing deadline. You will receive an automated message a few days in advance of the ticketing

deadline for your un-ticketed PNRs. Please remember to action your queues and provide ticket number (s) by the required date to prevent PNR cancellation.

Ticket Issuance	Issue your tickets using ARC 014 ticket stock, according to the fare rule. You need one authorization number for you and your spouse; the authorization number can only be used once.
Fare Basis	Review the fare rule, to ensure it permits a discount. Enter the applicable fare basis xx/AD75 or AD50 (example Y/AD75)
Routing	As per fare rule
Not valid after	As per fare rule, or 90 days from outbound flight if no maximum stay applies
Tour Code	Enter the 12-alphanumeric authorization number. A ticketing error fee of \$50 CA plus tax applies for incorrect/missing authorization numbers.
Commission/Itinerary	Enter '0' and the applicable itinerary code
Conjunction Tickets	Issue the travel agent and spouse ticket in conjunction, when applicable
Fuel Surcharges	International fuel surcharges apply
Taxes and Fees	Apply
Refund	Standard refund procedures apply, based on applicable fare rules
Form of payment	Air Canada accepted credit card only

For space available travel, please also add:

- OPEN : in the Flight, Date, and Time boxes
- SA : in the Status Box

Reservations and tickets are subject to:

- The Air Canada AD75/50, and the published fare rule,
- The CRS Booking and Ticketing Policy

Cancel and rebook to secure space outside the ticketing deadline is not permitted

## NOT PERMITTED WITH AD75/50

- Advance Seat Selection
- Commission, Cash Rewards
- Denied boarding compensation
- Frequent Flyer miles accumulation
- MPD as payment
- PTAs
- Waitlist and inventory clearance
- Codeshare and charter flight
- VATs
- Protection/rerouting on other carriers
- Travel in Executive Class/Executive First with infants
- Combination with any fares or other promotion

## BLACKOUT PERIODS

Subject to change without notice

Blackout periods apply to **each segment**, with the most restrictive period applicable to the entire journey.

All destinations	15 Dec 10 – 10 Jan 11
Europe, Tel Aviv, Asia, Australia, South America, India	12 Jun 10 – 31 Aug 10
<i>Olympic Games</i> <i>All flights to Vancouver</i>	<i>February 11 and 12, 2010, February 20 and 21, 2010</i> <i>February 28, 2010, March 1 and 2, 2010</i>

During blackout periods, you may travel :

- Standby to any destination;
- Confirmed with an AD75 in Economy class or Executive Class/First Class within 72 hr of departure, for each segment.
- Confirmed with an AD50 in Executive Class/First within 21 days of the first outbound flight;
- Confirmed with an AD50 in Economy Class at any time;

## OTHER

Irregular operations  
and schedule changes:

Protection/rerouting on other carriers not permitted.

Check-in:

Please allow sufficient time for check-in and be prepared to check all baggage that does not meet the airline' carry-on baggage rules. Verify baggage policy at <http://www.aircanada.com/baggage>.

When traveling to  
Canada:

Please ensure that sufficient time is provided for U.S. Customs and immigration formalities.

When travelling to  
international destinations

You must obtain health visas and proof of citizenship. In the event that you are denied entry into the country resulting in a cost to Air Canada, the airline shall retain the right to seek redress for any and all costs it incurred. Such occurrence is likely to result in the withdrawal, cancellation or suspension of reduced rate travel privileges of the travel agency by which you are employed.