

Table of Contents

Section	Topic
1	How to Authorize a Buddy Pass
2	How to Ticket Buddy Pass or Yield Fare Travel
3	How to Email Receipts and Itineraries
4	How to Refund a Buddy Pass or Yield Fare Ticket
5	How to Change a Buddy Pass or Yield Fare Reservation
6	How to Delete a Buddy Pass Authorization
7	How to Deactivate a Buddy Pass Authorization
8	How to Reactivate a Buddy Pass Authorization
9	How to Make a Reservation for a Nonrevenue Infant

TravelNet Guide - Buddy Pass and Yield Fare Travel

Section 1 How to Authorize a Buddy Pass

The only way Family & Friends passes (also referred to as Buddy passes) can be authorized to travel and the original electronic ticket issued is to use TravelNet.

Each eligible employee receives eight (8) electronic Buddy Pass authorizations in their TravelNet account each year on their employment anniversary date.

Step	Action
1.	Click on the Buddy Pass tab on the top Navigation bar
2.	Click on the radio button next to an available authorization
3.	Click on the Authorize button

Screen shots are for demonstration purposes only.

Family & Friends Authorizations

Current Year Authorizations (expiration date 01/01/08, 11:59pm Eastern Time)
 Previous Year Authorizations (expiration date 01/01/07, 11:59pm Eastern Time)

Nrev No.	Name	Nrev Status	Booking Id	Ticket Number
<input type="radio"/> 90	--	Available	--	--
<input type="radio"/> 91	--	Available	--	--
<input type="radio"/> 92	--	Available	--	--
<input type="radio"/> 93	--	Available	--	--
<input type="radio"/> 94	--	Available	--	--
<input type="radio"/> 95	--	Available	--	--
<input type="radio"/> 96	--	Available	--	--
<input type="radio"/> 97	--	Available	--	--

Select an item from above to take appropriate action from below

Important:

- To change authorization of a buddy pass that has not been ticketed, you will have to delete it first and then authorize it again.
- Ticket information may not be displayed immediately.
- Please refer below for all appropriate actions based on Nrev Status.

Nrev Status	Allowed Actions
Available	Authorize
Active - No Ticket	Deactivate, Delete Authorization
Active - Ticketed	Deactivate
Deactivated	Activate, Delete Authorization
Revoked	Contact Human Resources
Suspended	Contact Human Resources

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This site best viewed at 1024x768 resolution
using Microsoft Internet Explorer 6.0 or higher

TravelNet Guide - Buddy Pass and Yield Fare Travel

Step	Action
4.	Complete the Family & Friends Authorization Template
5.	Click on the I Agree button
6.	Click on the Save button

Family & Friends Authorization - New No. 77 (traveler's information)

* - Indicates Mandatory Fields

* First Name

Middle Initial

* Last Name

Suffix: None

* Address

* City

* State/Province: None

Postal Code

* Country: UNITED STATES OF AMERICA

* Birthday (mm/dd/yyyy) / /

Note: Infant (less than 2 years old) requires a FAA approved child seat.

* Phone Number (Home)
 (Work)
 (Mobile)
 (Enter at least one)

* **Advisory** I certify that I have fully read, understand, and agree to abide by Delta's policies and procedures governing Family and Friends travel. I understand that the employee is responsible for actions of his/her Family & Friends guests while utilizing Delta pass privileges. I also understand that violation of pass policies and procedures by an employee, their pass riders or Family & Friends guests may result in disciplinary action up to and including suspension of all pass privileges, termination of employment and legal prosecution of all parties involved in any illegal or unauthorized activities as outlined in HRFM1014.

I agree

TravelNet Guide - Buddy Pass and Yield Fare Travel

Step	Action
7.	Verify Buddy Pass rider information Note: Once ticketed, the name cannot be changed or corrected, not even for misspellings.
8.	Click on the Confirm Authorization button.

The screenshot shows the TravelNet website interface. At the top, there are navigation tabs: Home, CoBus Travel, Fam Fares, My Rsrvtns, Buddy Pass, My Account, and News & Info. The 'Buddy Pass' tab is selected. Below the navigation is a header with 'TravelNet' on the left and 'Log Out | Contact Us | Help' on the right. The main content area is titled 'Family & Friends Authorization - Nrev No. 77 - CONFIRMATION'. It contains a yellow box with the text 'Please verify the following:' followed by a list of personal information for a rider named BUDDY RIDER. The information includes: First Name: BUDDY, Last Name: RIDER, Address: 1090 DELTA BOULEVARD, City: ATLANTA, State/Province: GA, Postal Code: 30337, Country: USA, Birthday (mm/dd/yyyy): 08/18/1962, and Home Phone: 4047737693. Below the information are three buttons: '<< Edit', 'Confirm Authorization', and 'Cancel'. At the bottom of the page, there is a 'Site Owners' section with links to DeltaNet Home, Business, Reservation Sales, Delta Air Lines, and Technology, and a 'Last Modified' date of January 2007. A note at the bottom right states 'This site best viewed at 1024x768 resolution using Microsoft Internet Explorer v5.x/6.x'.

Congratulations! Your new Buddy Pass guest has now been authorized.

Go to **My Account** and click on the **Buddy Pass** link to view your new authorization.

Important Notice

- Buddy Pass electronic authorizations, including the original issue of the electronic ticket, can ONLY be completed on TravelNet.
- Electronic authorizations can not be processed by Reservations, City Ticket Offices, or at an airport location.
- Exception: Due to governmental restrictions and/or local laws regarding credit card purchases over the internet, employees in Latin America and India MUST electronically authorize and create the Buddy Pass reservation on TravelNet. However, the ticket must be purchased at an airport location.

TravelNet Guide - Buddy Pass and Yield Fare Travel

Section 2 How to Ticket Buddy Pass or Yield Fare Travel

Step	Action
1.	On the TravelNet Home page, enter the Origin, Destination and Travel dates in the Seat Availability display
2.	Click on the Get Flights button.
3.	Click on the radio button next to the desired flight(s).
4.	Click on the Continue button.
5.	Click on the Add Passengers button
6.	Select the Buddy Pass or Yield Fare traveler
7.	Click on the Continue button
8.	Enter the local telephone number and select Home, Work or Cell
9.	Click on the Create Reservation button. Note: After clicking on Create Reservation, you will be able to view the Fare Quote display prior to ticketing.

DeltaNet Home CoBus Travel Fam Fares My Rsrvtns **Buddy Pass** My Account News & Info **INFONET** 10000

TravelNet Log Out Contact Us Help

NRS Reservation - Fare Quote

Your booking includes Yield and/or Buddy passengers
In TravelNet, you are required to purchase a ticket in order to complete the booking

Passenger List:

Passenger	PPR ID	Type	Currency	Base	Tax/Fees	Total Fare
TEST, NONDEP	MW0004005-05	Adult	USD	13.95	6.95	20.90

Itinerary:

Flt	From	To	Dpt Time	Arr Time	Carrier	AC	First Av/Au	Bus. Av/Au	Coach Av/Au
1060	ATL	DAB	313AN 428P	313AN 548P	DELTA	M80	6/5	-	39/41

<< Back Cancel Continue to Ticketing >>

Site Owners:
 Business: Reservation Sales, Delta Air Lines
 Technology: Architecture, Delta Technology
 Version: 2.0.18 Last Modified: January 2007
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The site best viewed at 1024x768 resolution using Microsoft Internet Explorer v5.5x/6.x

TravelNet Guide - Buddy Pass and Yield Fare Travel

Step	Action
10.	Click on the Continue to Ticketing button.
11.	Enter the purchaser's credit card and billing information.
12.	Click on the Continue button

Reservation - Ticketing
Total amount: USD 20.90
* - Indicates Mandatory Fields

Credit Card & Billing Address

* Number:

* Card Type: American Express

* Expiration: 01 / 2007

* First Name:

* Last Name:

Billing Address

* Address:

P.O. BOX:
(Enter PO Box # only; e.g. 1445)

* City:

* State/Province: None

Postal Code:

* Country: United States

1. This credit card will be applied to passengers requiring tickets in the PNR.
2. If you want to use separate credit cards, you will have to create separate reservations for those you want to use separate credit cards. If you want to remove some passengers from this reservation at this time, please click the "<< Back" button.
3. The name on the credit card does NOT have to match the passenger names (i.e. you can use your own credit card or get the card number details from your buddy/yield passengers).
4. In order to create this reservation, you are required to complete the ticketing process.

I hereby certify that:

- Credit card account is valid.
- Billing information is correct.
- The purchase is authorized by the credit card account holder.
- I assume full responsibility for payment for this purchase if payment from the credit card account is denied for any reason.

* I agree (Mandatory)

<< Back Cancel Continue >>

Step	Action
13.	Verify the credit card and billing information
14.	Click on the Continue button.

TravelNet Guide - Buddy Pass and Yield Fare Travel

Reservation - Verification & Purchase

Please review and confirm the billing information. To finalize the reservation, click **Purchase Ticket** below. Then, wait for confirmation to appear.

Billing Information

Credit Card: Visa, *****4403, Exp 03/2007
 Buddy Rider
 Cardholder: 123 main street
 Atlanta, GA 30320, United States

Total Amount: USD 93.80

Once you select Purchase Ticket, the credit card will be charged. Clicking on the browser's STOP button will NOT stop this transaction. This transaction may take upto to 3 minutes, so please be patient.

<< Back PurchaseTicket >>

Site Owners:
 Business: [Reservation Sales, Delta Air Lines](#)
 Technology: [Architecture, Delta Technology](#)
 Version: 2.0.10 Last Modified: January 2007
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Step	Action
15	Verify the credit card and billing information
16	If all information is correct, click on the Purchase Ticket button.

Reservation - Microsoft Internet Explorer provided by Delta Air Lines/Delta Technology

Address: <https://travel-it.delta.com/etb/TravelNet?UIName=FOPUI&purchaseTicket=PurchaseTicket+%3E%3E&requestType=confirm&Event=ConfirmListing>

Your Flight Listing Has Been Created

Confirmation Number: **PWOQHO**

Passenger List:

Passenger	PPR ID	Type	Currency	Base	Tax/Fees	Total Fare
RIDER, BUDDY	099990200-64	Adult	USD	76.28	17.52	93.80

Itinerary:

Flt	From	To	Dpt Time	Arr Time	Carrier	AC	First Av/Au	Bus. Av/Au	C
1100	ATL - Atlanta	BOS - Boston	28FEB 700A	28FEB 932A	DELTA	752	26/26	-	19
0311	BOS - Boston	ATL - Atlanta	9APR 600A	9APR 904A	DELTA	757	-	22/22	13

Continue

#RU:(404)715-4989 / (800)325-7123 02/05/2

Congratulations! You have just issued an electronic ticket on TravelNet.

Click **Continue** to have the option of sending your Buddy Pass or Yield Fare traveler a copy of their itinerary and electronic ticket receipt via e-mail.

TravelNet Guide - Buddy Pass and Yield Fare Travel

Section 3 How to E-Mail Receipts and Itinerary

Email Buddy Pass and Yield Fare Ticket Receipts and Itineraries

After you issue a Buddy Pass or Yield Fare ticket you will receive a prompt to e-mail the electronic ticket receipt and itinerary to the traveler. A single e-mail address or multiple e-mail addresses (separated by a colon (:)) may be entered in the template. Click on the "Send" button located at the bottom of the e-mail screen.

Note: Only those passengers that were issued an electronic ticket will receive a receipt along with their itinerary.

E-Mail Itinerary Receipts for "Ticketless or Un-ticketed" Nonrevenue or Positive Space Travel

After you create a nonrevenue or positive space reservation you can email your itinerary receipt.

Step	Action
1.	On the Home page, click on the My Reservations tab.
2.	Click on the Record Locator link for the flight listing you would like to display.
3.	Click on the email icon (envelope) located in the upper right hand corner. The email template will be displayed.
4.	Enter the traveler's email address(es).
5.	Click on the Send button. You will receive a complete receipt for all travelers listed in the itinerary, including anyone that was issued a ticket. The ticket numbers if applicable, will also appear on your itinerary receipt.

The screenshot shows a web browser window titled "Email Reservation - Microsoft Internet Explorer provided by Delta Air Lines/...". The page content includes a header "Email Reservation" and a message: "Reservation 3IV6HS will be sent to the email addresses specified below:". Below this, there are two input fields: "Email address(es):" and "Reply To Address:", each with a "Remember" checkbox. A "Comment:" field is also present, which is a text area with a scroll bar and a "(optional)" label. At the bottom, there are three buttons: "Send", "Clear", and "Close Window". A disclaimer at the bottom reads: "* The message sent is formatted for regular email accounts. Delta Air Lines is not liable for non-delivery of messages and cannot guarantee the timeliness or reliability of email service."

Note: You will receive a complete receipt for all travelers listed in your itinerary including anyone that was issued a ticket. The ticket numbers, if applicable, will also appear on your itinerary receipt.

TravelNet Guide - Buddy Pass and Yield Fare Travel

Section 4 How to Refund Buddy Pass and Yield Fare Tickets

All Buddy Pass ticket refunds should be requested on TravelNet.

Important Notice:

- **Refunding a Buddy Pass ticket, even wholly unused, does not make the authorization available to be issued to another passenger.**
- **Buddy Pass authorizations are not valid and CANNOT be reused if the ticket is refunded.**
- For wholly or partially unused electronic tickets, refunds should be processed by accessing the ticket record from the “My Reservations” tab in TravelNet.
- If the reservation is no longer accessible, complete the refund template on the “My Account” tab.
- For wholly or partially unused paper tickets, the paper tickets coupons must be mailed directly to the address below. Make copies of all items before mailing.
- Delta will issue refunds for eligible tickets within seven (7) business days for domestic credit card purchases.
- The refund may take up to two (2) billing cycles before it is reflected on your credit card statement.
- Refunds for eligible tickets purchased with cash or check will be processed within 20 business days.
- The Buddy Pass Guest should not call reservations or go to an airport location to request a refund unless TravelNet is not available.

Electronic Tickets – Wholly or Partially Unused

Step	Action
1.	Click on the My Reservations tab
2.	Click on the Record Locator of the ticket you want to refund.
3.	Click on the Refund Ticket(s) button at the bottom
4.	Confirm that you are sure that you wish to Refund and/or Cancel the below passenger (s)? Click YES or No .
5.	Click on Continue in the Refund Reservation – CONFIRMATION window.



TravelNet Guide - Buddy Pass and Yield Fare Travel

Step	Action
6.	<p>If the automated refund is not successful, then the manual refund template will be displayed. Complete the Refund Request template. Enter the following information:</p> <ul style="list-style-type: none"> • First name (Field is required) • Last name (Field is required) • e>ticket number (10 digits following 006 on your e> ticket) Note: The ticket number is located at the bottom of the <i>My Reservations</i> window under <i>Tickets with no Reservation</i>. • Re-enter e-mail address (Field is required or does not match previous mail) • Click on Submit <p>Note: your refund request is subject to additional audits. The use of this form does not guarantee a refund.</p>

Electronic Tickets – Reservations No Longer Accessible

Step	Action
1.	Click on the My Reservations tab
2.	Make a note of the ticket number you want to refund. Ticket numbers are located at the bottom of the window under Tickets with no Reservations .
3.	Click on the My Account tab
4.	Click on the Refunds button located in the left Navigation bar
5.	<p>Complete the Refund Request template. Enter the following information:</p> <ul style="list-style-type: none"> • First name (Field is required) • Last name (Field is required) • e>ticket number (10 digits following 006 on your e> ticket) Note: The ticket number is located at the bottom of the <i>My Reservations</i> window under <i>Tickets with no Reservation</i>. • Re-enter e-mail address (Field is required or does not match previous mail) • Click on Submit <p>Note: your refund request is subject to additional audits. The use of this form does not guarantee a refund.</p>



DeltaNet Home CoBus Travel Fam Fares My Resrvtns Buddy Pass My Account News & Info **INFONET** by Delta

TravelNet [Log Out](#) [Contact Us](#) [Help](#)

Tools

- [Pass Riders](#)
- [Pass Changes](#)
- [Travel History](#)
- [Refund](#)
- [Activation Fee](#)
- [Current Pass Year](#)
(01/02/07 - 01/01/08)
- [Next Pass Year](#)
(01/02/08 - 01/01/09)

Delta will issue refunds for eligible tickets within seven business days for domestic credit card purchases. The refund may take up to two billing cycles before it is reflected on your credit card statement. Refunds for eligible tickets purchased with cash or check will be processed within 20 business days.

Online (Electronic Tickets Only)

For paper tickets, please see instructions below:

Please complete all the fields below and click **Submit**.

First name:

Last name:

e->ticket number*: 006

E-mail address:

Re-enter e-mail address:

*Please enter the 10 digits following 006 on your e->ticket.

Note: Your refund request is subject to additional audits. The use of this form does not guarantee a refund.

TravelNet Guide - Buddy Pass and Yield Fare Travel

Paper Tickets

If you have a paper ticket, you can submit the unused portions of your ticket to the Delta Passenger Refunds Department at the address below. Make copies of all items before mailing.

Delta Air Lines, Inc.
Passenger Refunds
Post Office Box 20537
Atlanta, GA 30320-2537

Please be sure to include:

- Your full name, address and daytime phone number
- The unused portion (coupons) of your ticket booklet
- Your passenger receipt (coupon) from your ticket booklet
- Any other documentation you feel necessary for consideration of your request

TravelNet Guide - Buddy Pass and Yield Fare Travel

Section 5 How to Change a Buddy Pass and Yield Fare Reservation

Use the NRSA Reservation Review page to make changes to an existing reservation. This page appears as the last step when creating an NRSA Reservation or you can access it from the **View Reservation** page, as follows:

Step	Action
1.	Select a Confirmation Number on the My Reservations tab. The View Reservation page appears.
2.	Click the Change Reservation button to display the NRSA Reservation Review page.

Review, modify, or enter reservation details on the **NRSA Reservation Review** page as follows:

Step	Action
1.	Review the Passenger List . <ul style="list-style-type: none">This can include your name, anyone on your PPR list, or anyone traveling on your buddy passes. You cannot add passengers to an existing reservation. You can cancel passengers as long as one name remains on the list.
2.	Review or modify the flight Itinerary . <ul style="list-style-type: none">Displays details for each selected flight segment, including flight number, departure and arrival cities, carrier, aircraft type, and specific seat availability (authorized and actual available numbers).You can do the following in this section:<ul style="list-style-type: none">Click Add More Flights to <i>check seat availability</i> or <i>add more flight segments</i>.Click the Cancel icon to remove a flight segment.Click the NRSA icon to view the Non-Revenue Standby Authority List (a.k.a. The Meal List) page.
3.	Enter or modify personal information. <ul style="list-style-type: none">Contact Phone Number - Enter your phone number and indicate whether it is a home or business number (required information).Email Address - Enter your email address where the itinerary will be sent (optional information).Special Service Remarks - If you do not require special services, keep the default option. Or select any of the services as needed (includes: Traveling with Infant in Arms, Wheelchair is Needed, Visually Impaired, Hearing Impaired).Note: You cannot modify SSRs for existing reservations. Refer to <i>Travel with an Infant</i> for assistance if a child under 2 is traveling.
4.	Click Create Reservation . One of the following happens: <ul style="list-style-type: none">If yield fare or Buddy Pass passengers are part of the itinerary, the NRSA Reservation Fare Quote window appears. Refer to <i>How to Ticket a Buddy Pass or Yield Fare Ticket</i> for assistance.If yield fare or Buddy Pass passengers are not part of the itinerary, a window appears that confirms the reservation.Note: If a reservation is in the 'on' state (flight is currently boarding) you cannot modify or cancel the reservation for that specific leg.

Section 6 How to Delete a Buddy Pass Electronic Authorization

Did you know?

You can re-assign a previously authorized Buddy Pass traveler to another person provided a ticket **has not been** issued. However, once a ticket is issued, the Buddy Pass electronic authorization is considered redeemed and can not be deleted and re-assigned to another person.

Step	Action
1.	Click on the Buddy Pass tab
2.	Click on the radio button next to the name you would like to delete.
3.	Click on the Delete Authorization button.

Family & Friends Authorizations

Current Year Authorizations (expiration date 01/01/08, 11:59pm Eastern Time)
 Previous Year Authorizations (expiration date 01/01/07, 11:59pm Eastern Time)

	Nrev No.	Name	Nrev Status	Booking Id	Ticket Number
<input checked="" type="radio"/>	90	RIDER, BUDDY	Active	--	--
<input type="radio"/>	91	--	Available	--	--
<input type="radio"/>	92	--	Available	--	--
<input type="radio"/>	93	--	Available	--	--
<input type="radio"/>	94	--	Available	--	--
<input type="radio"/>	95	--	Available	--	--
<input type="radio"/>	96	--	Available	--	--
<input type="radio"/>	97	--	Available	--	--

Select an item from above to take appropriate action from below

Important:

- To change authorization of a buddy pass that has not been ticketed, you will have to delete it first and then authorize it again.
- Ticket information may not be displayed immediately.
- Please refer below for all appropriate actions based on Nrev Status.

Nrev Status	Allowed Actions
Available	Authorize

TravelNet Guide - Buddy Pass and Yield Fare Travel

Step	Action
4.	Verify you want to delete the Buddy Pass authorization by clicking on the Yes button to continue.



The previously assigned Buddy Pass traveler has now been deleted from your account! You can authorize another person, at any time, by following the original authorization process.
Note: Buddy Pass travelers must be authorized and ticketed no later than one day prior to your anniversary date.

TravelNet Guide - Buddy Pass and Yield Fare Travel

Section 7

How to Deactivate a Buddy Pass Electronic Authorization

Did you know?

You can deactivate pass eligibility, for whatever reason, of a Buddy Pass passenger after they have been ticketed. If the Buddy Pass passenger has been deactivated and attempts to check-in at the airport, an error message will be displayed: "NAME NOT PROCESSED UNA FOR PSGR – XX PLZ CONTACT THE EMPLOYEE.

Step	Action
1.	Click on the Buddy Passes tab.
2.	Click on the radio button next to the name you would like to deactivate.
3.	Click on the Deactivate button.

Nrev No.	Name	Nrev Status	Booking Id	Ticket Number
<input checked="" type="radio"/> 90	RIDER, BUDDY	Active	--	--
<input type="radio"/> 91	--	Available	--	--
<input type="radio"/> 92	--	Available	--	--
<input type="radio"/> 93	--	Available	--	--
<input type="radio"/> 94	--	Available	--	--
<input type="radio"/> 95	--	Available	--	--
<input type="radio"/> 96	--	Available	--	--
<input type="radio"/> 97	--	Available	--	--

Select an item from above to take appropriate action from below

Authorize... Delete Authorization Activate Deactivate

Important:

- To change authorization of a buddy pass that has not been ticketed, you will have to delete it first and then authorize it again.
- Ticket information may not be displayed immediately.
- Please refer below for all appropriate actions based on Nrev Status.

Nrev Status	Allowed Actions
Available	Authorize
Active - No Ticket	Deactivate, Delete Authorization
Active - Ticketed	Deactivate
Deactivated	Activate, Delete Authorization
Revoked	Contact Human Resources
Suspended	Contact Human Resources

Step	Action
4.	Verify you want to deactivate the Buddy Pass eligibility by clicking on the Yes button to continue.

Family & Friends Confirmation Page - Microsoft Internet Explorer provided by Delta Air Lines/Delta Technology

Address: https://travel-r.delta.com/etb/TravelNet

DeltaNet Home | Home | CoBus Travel | Fam Fares | My Rsrvtms | **Buddy Pass** | My Account | News & Info | INFONET

TravelNet | Log Out | Contact Us | Help

Family & Friends Authorization - Deactivate Confirmation

Do you want to deactivate this buddy pass?

Nrev No: 64
Name: RIDER, BUDDY
Current Status: Active

Note: This authorized buddy pass passenger will not be able to check in for a flight until he/she is activated again.

Yes No

Site Owners:
Business: Reservation Sales, Delta Air Lines
Technology: Architecture, Delta Technology
Version: 2.0.10 Last Modified: January 2007
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The passenger will now show as deactivated in your Buddy Pass account and will not be able to travel unless re-activated on TravelNet. Re-activating pass eligibility is discussed in the next section.

Family & Friends Authorizations

Current Year Authorizations (expiration date 03/22/07, 11:59pm Eastern Time)
 Previous Year Authorizations (expiration date 03/22/06, 11:59pm Eastern Time)

Nrev No.	Name	Nrev Status	Booking Id	Ticket Number
<input type="radio"/> 60	RIDER, BUDDY	Active	--	0062117507606 (issued 08/23/06)
<input type="radio"/> 61	ADULT, BUDDY B	Active	--	0062118209985 (issued 10/31/06)
<input type="radio"/> 62	GEORGE, JONES	Active	--	--
<input type="radio"/> 63	RIDER, BUDDY	Active	--	--
<input type="radio"/> 64	RIDER, BUDDY	Deactivated	--	--
<input type="radio"/> 65	--	Available	--	--
<input type="radio"/> 66	--	Available	--	--
<input type="radio"/> 98	--	Available	--	--

Select an item from above to take appropriate action from below

Important:

- To change authorization of a buddy pass that has not been ticketed, you will have to delete it first and then authorize it again.
- Ticket information may not be displayed immediately.
- Please refer below for all appropriate actions based on Nrev Status.

Nrev Status	Allowed Actions
-------------	-----------------

TravelNet Guide - Buddy Pass and Yield Fare Travel

Section 8

How to Re-activate a Buddy Pass Electronic Authorization

Did you know?

If you deactivated pass eligibility for a Buddy Pass passenger and now want them to travel, you can re-activate their pass eligibility on TravelNet. Once the Buddy Pass traveler has been re-activated, they are eligible to travel using their existing ticket.

Step	Action
1.	Click on the Buddy Pass tab located on the top Navigation bar.
2.	Click on the radio button next to the name you would like to reactivate.
3.	Click on the Activate button.

Family & Friends Authorizations

Current Year Authorizations (expiration date 03/22/07, 11:59pm Eastern Time)
 Previous Year Authorizations (expiration date 03/22/06, 11:59pm Eastern Time)

Nrev No.	Name	Nrev Status	Booking Id	Ticket Number
<input type="radio"/> 60	RIDER, BUDDY	Active	--	0062117507606 (issued 08/23/06)
<input type="radio"/> 61	ADULT, BUDDY B	Active	--	0062118209985 (issued 10/31/06)
<input type="radio"/> 62	GEORGE, JONES	Active	--	--
<input type="radio"/> 63	RIDER, BUDDY	Active	--	--
<input checked="" type="radio"/> 64	RIDER, BUDDY	Deactivated	--	--
<input type="radio"/> 65	--	Available	--	--
<input type="radio"/> 66	--	Available	--	--
<input type="radio"/> 98	--	Available	--	--

Select an item from above to take appropriate action from below

Important:

- To change authorization of a buddy pass that has not been ticketed, you will have to delete it first and then authorize it again.
- Ticket information may not be displayed immediately.
- Please refer below for all appropriate actions based on Nrev Status.

Nrev Status	Allowed Actions
Active	Deactivate
Deactivated	Authorize, Activate
Available	Authorize, Deactivate

Step	Action
4.	Verify you want to activate the Buddy Pass eligibility by clicking on the Yes button to continue.

Family & Friends Authorization - Activate Confirmation

Do you want to activate this buddy pass?

Nrev No: 64
 Name: RIDER, BUDDY
 Current Status: Deactivated

Note: This buddy pass passenger will be authorized to travel after successful activation.

Site Owners: Business: Reservation Sales, Delta Air Lines
Technology: Architecture, Delta Technology
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The passenger is now eligible to travel using their existing ticket. Their status will now show as active in your Buddy Pass account.

Section 9 How to Make a Reservation for a Nonrevenue Infant

Requesting a seat for an infant

When traveling nonrevenue with an infant (child under the age of 2) that you want to occupy a seat, select the infant name from the "Add Passengers" list.

Traveling with a lap child

If you are traveling with a nonrevenue infant (child under the age of 2) you want to sit in your lap, simply create a reservation for the adult and add an infant Special Service Request (SSR). You must enter the infant's name and date of birth when selecting the infant SSR. This information will be automatically added to the reservation.

NRSA Reservation Review

Passenger List:

Status	Passenger	PPR ID	Type	Cancel
ADD	TEST, EMPLOYEE	MN0004035-00	Adult	-

Modify Passenger List...

Itinerary:

Status	Flt	From	To	Dpt Time	Arr Time	Carrier	AC	First Av/Au	Bus. Av/Au	Coach Av/Au	Cancel
ADD	1050	ATL	DAB	31JAN 428P	31JAN 518P	DELTA	M80	6/6	-	37/37	+

Add More Flights...

Class Preferences:

First/Business: Coach: (Note: Class Preference will be used when adding flights.)

Contact Phone Information:

Please enter your phone number: Type: (H) Home (B) Business (C) Cell
(eg: 1239870000)

Special Service Request:

I wish to request SSR(s) (Infant in arms; Wheelchair; Visually impaired; Hearing impaired)

Cancel Create Reservation >

Site Owners:
Business: Reservation Sales, Delta Air Lines
Technology: Architecture, Delta Technology
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