

**AAdvantage
Business**



**How to earn
and redeem miles**

In the AAdvantage Business™ program, your company earns 1 AAdvantage® mile for every \$1 spent on eligible American Airlines flights booked anywhere.

All miles earned through business travel accrue to the company's AAdvantage Business™ account and can be used to offset business travel costs, including flights, car rentals and hotels. Miles can also be gifted to employees for personal use.

To use your company's miles, your account must have a minimum of 5 active, registered business travelers and spend \$5,000 USD on eligible flights over the last 12 months. Your business begins earning miles on eligible travel right away; you'll unlock access to redeem or transfer once both minimums have been met. Your employees will also begin earning additional Loyalty Points on their eligible business travel.

Redeem for award travel

You're able to redeem miles from your business account for award travel on aa.com, and can book for yourself or other employees. To get started:

1

Log in to your personal AAdvantage® account on aa.com.

The screenshot displays the American Airlines website interface. At the top, there is a navigation bar with the American Airlines logo, "Plan travel", "Travel information", and "AAdvantage®" links. A search bar is located in the top right corner. Below the navigation bar, a large banner advertises "LIMITED-TIME OFFER International flights from \$399*" with a background image of palm trees and a beach. A secondary banner below the main one says "Book round-trip flight deals until August 4".

On the right side, a "Guides" dropdown menu is open, showing the user's account status: "Executive Platinum #EX079F2" and "Available award miles: 200,000". Below this, there are buttons for "Personal account", "Business account", and "Log out".

The main content area features a "Book" tab, a "Manage trips / Check-in" tab, and a "Flight status" tab. Under the "Book" tab, there are options for "Flights" and "Vacations", a "Round trip" selection, and "1 passenger". Below these are input fields for "From" (Leaving from), "To" (Going to), "Depart" (mm/dd/yyyy), and "Return" (mm/dd/yyyy). A "Travel type" dropdown menu is set to "Select travel type". A "Search" button is positioned to the right of these fields.

At the bottom of the search area, there is a checkbox for "Redeem miles" and links for "Hotels", "Cars", and "Advanced / Multi-city search". A link for "Bag and optional fees" is also visible at the bottom left.

2

Begin booking your business trip as usual by selecting 'Business' from the 'Travel type' dropdown menu. You'll see your business name and available award miles balance.

The screenshot shows the 'Book' tab of a flight booking interface. At the top, there are three main sections: 'Book', 'Manage trips / Check-in', and 'Flight status'. Below these, there are tabs for 'Flights' (selected) and 'Vacations'. The main form includes fields for 'From' (Leaving from), 'To' (Going to), 'Depart' (mm/dd/yyyy), and 'Return' (mm/dd/yyyy). The 'Travel type' dropdown is open, showing 'Personal' and 'Business' options, with 'Business' selected. Below the dropdown, there are links for 'Changes to checked bag fees and allowances' and 'ID requirements are changing: Are you REAL ID ready?'. A 'Search' button is located to the right of the dropdown. At the bottom right, there is a 'Travel alerts' button.

3

Choose to book for yourself or any other registered traveler within the 'Business traveler' dropdown. You can also book for a guest using award miles.

The screenshot shows the 'Book' tab of a flight booking interface. The 'Travel type' dropdown is set to 'Business'. The 'Company' field is filled with 'BRADLEY CALDWELL, INC.' and the 'Award Miles' balance is '196,300'. The 'Business traveler' dropdown is open, showing a list of registered travelers: GUEST, BARTLETT, BARBARA (LPX****), COMMS, GUIDES (EXO****), EAGERS, ARDIS (C39****), ERO, C (06W****), FLAAUY, FLAHUI (M23****), and WIRE, MISTY (6EJ****). The 'Search' button is visible to the right of the dropdown. At the bottom left, there is a 'Today's offers' section with images of a woman on an airplane and a person holding a smartphone. At the bottom right, there is a 'Travel alerts' button.

Select the 'Redeem miles' checkbox and 'Search'. All flights will display in mileage award pricing, select your desired flight and 'Continue'.

The screenshot shows the American Airlines website interface for flight selection. At the top, there's a navigation bar with the American Airlines logo, links for 'PLAN TRAVEL', 'TRAVEL INFORMATION', 'AADVANTAGE', and 'Guides'. A search bar is visible with 'Search AA.com' and a magnifying glass icon. Below the navigation, the main heading is 'Choose flights'. There are two informational boxes: one showing 'Your current balance: 196,300 miles' and another stating 'You are booking an AAdvantage Business™ trip for BRADLEY CALDWELL, INC.'. The flight search parameters are 'DEPART Dallas/Fort Worth, TX to Chicago, IL Wednesday, August 14, 2024'. A date selector shows 'Wed, Aug 14' is selected. A filter section shows 'Filter by: Stops' and 'American Airlines'. The results section shows 40 results. The table below lists five flight options with their respective departure and arrival times, durations, and prices for 'Main' and 'First' class.

Depart	Arrive	Duration	Main	First
DFW 5:00 AM AA 563 = 738-Boeing 737	→ ORD 7:28 AM	2h 28m Nonstop	One way 9K + \$5.60	One way 27.5K + \$5.60
DFW 6:15 AM AA 147 = 738-Boeing 737	→ ORD 8:43 AM	2h 28m Nonstop	One way 9K + \$5.60	One way 27.5K + \$5.60
DFW 7:00 AM AA 2242 = 321-Airbus A321	→ ORD 9:35 AM	2h 35m Nonstop	One way 13K + \$5.60	One way 62.5K + \$5.60
DFW 8:35 AM AA 328 = 738-Boeing 737	→ ORD 11:24 AM	2h 49m Nonstop	One way 12.5K + \$5.60	One way 28.5K + \$5.60
DFW 10:05 AM AA 1805 = 738-Boeing 737	→ ORD 12:35 PM	2h 30m Nonstop	One way 22.5K + \$5.60	One way 38.5K + \$5.60

Review your trip summary and traveler information – traveler details will be prefilled for any registered traveler. If booking for a guest, enter passenger details, including AAdvantage® number and work email.

Home English Search AA.com

American Airlines PLAN TRAVEL TRAVEL INFORMATION AADVANTAGE® Guides

Choose flights

« New search

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

Your trip summary

Main
One way (per person)
12,500 miles
+ \$5.60

Total (all passengers)
12,500 miles + \$5.60
Includes taxes and carrier-imposed fees
[Price and tax information](#)
[Bag and optional fees](#)

Award rules and restrictions

- If your trip is eligible, you may be able to change it, but additional miles, fees, and taxes may apply. You can cancel your trip and reinstate miles at no charge if your plans change.

Good value with benefits


- Preferred seats on American flights

DEPART
Dallas/Fort Worth, TX to Chicago, IL
Wednesday, August 14, 2024

DFW ORD
8:35 AM → **11:24 AM** 2h 49m Nonstop Main
AA328 • 738-Boeing 737

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

TRAVEL WITH BENEFITS



Get your first checked bag free on domestic American Airlines itineraries with this credit card offer.

[Card offer details](#)

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Help

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- About us
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Extras

- Business programs
- Gift cards
- Trip insurance

Select seats, review your trip information and submit your payment. Any trip add-ons will need to be purchased with a credit card as miles can only be used on flights.

Review and pay

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

You're redeeming 12,500 AAdvantage® miles for this trip
Current balance: 196,300

How would you like to pay?

Add credit / debit card

Hold for 5 days - Need more time to decide? Put your flight on hold, free of charge.

Fare rules

- You have 24 hours from the time you first buy your ticket to make changes or cancel for a refund if you booked at least 2 days before departure. [Refund policy](#)
- We may give the government your information to comply with federal security regulations.
- Optional service fees include bags, seats and upgrades. [Optional service fees](#)

[Detailed fare rules](#)

American Airlines is a U.S. merchant. Your bank may apply conversion or foreign transaction fees.

Your trip

DFW - ORD

Wednesday, August 14, 2024

DFW 8:35 AM → **ORD** 11:24 AM

AA 328 · Main Cabin

Cost Summary

Main x 1	12,500 miles
Taxes and carrier imposed fees	\$5.60
Total fare	12,500 miles + \$5.60

Extras

AAAdvantage® benefits

Main Cabin Extra	Included
Priority Boarding	Included
Same Day Stand By	Included
Same Day Change	Included

Total amount due (All passengers) **12,500 miles + \$5.60**

[Reservation and tickets FAQs](#)

Upon confirmation, miles will be immediately deducted from the business account and the reservation will be added as award travel in your company's travel management portal. Both you and the traveler will receive confirmation of the award booking.

If your business account doesn't have enough miles to complete the transaction, you can buy the miles you need with the [Buy Miles program](#). You can buy up to 150,000 AAdvantage® miles for your business within a calendar year.

Purchases are processed within 8 hours and the miles will be added to your business account for use on award travel or no-fee transfers. Reminder that any miles purchased are subject to the AAdvantage Business™ program rules, so you won't be able to access them if your account hasn't yet met the minimum threshold requirements.

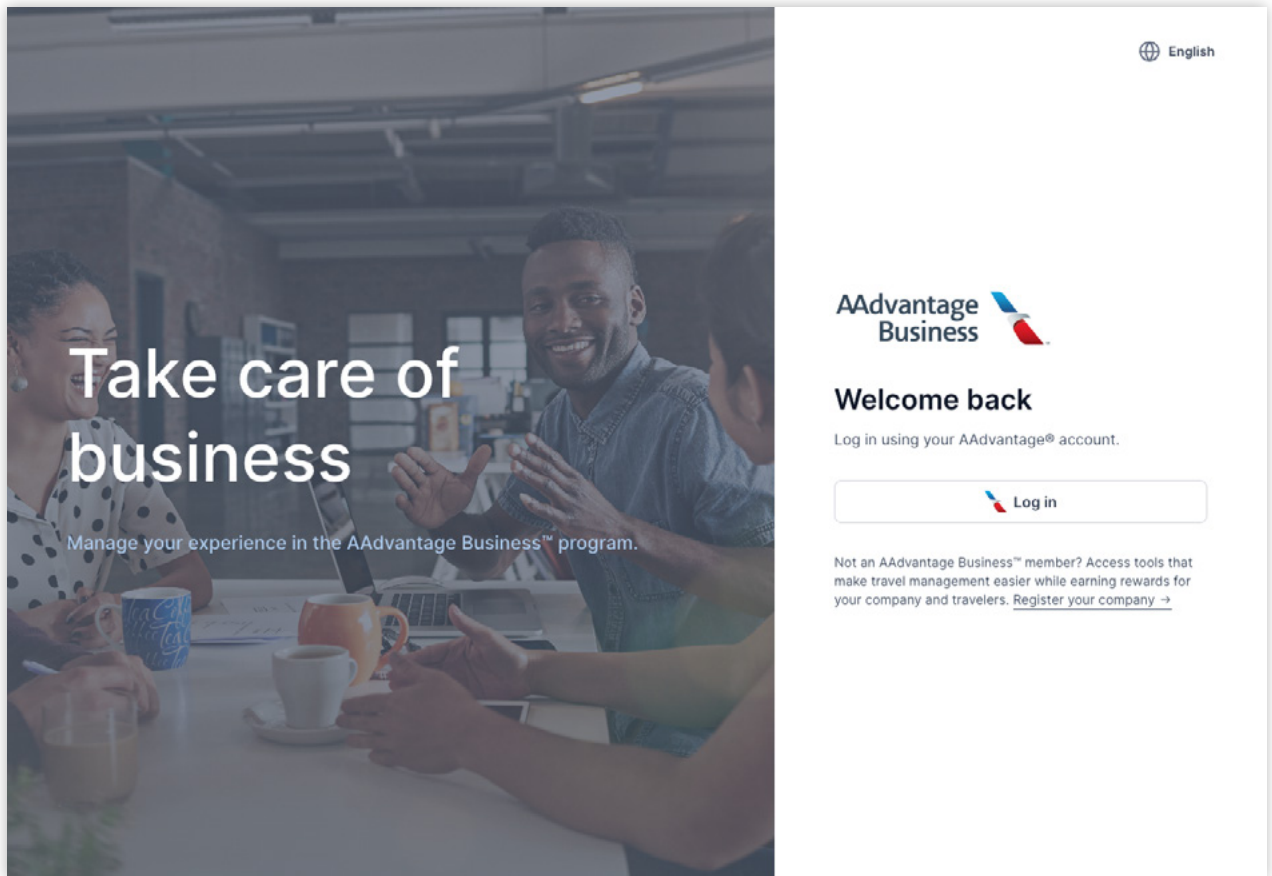
If you or your travelers need to cancel a business award ticket, miles will be returned to the business account within 48 hours.

Transfer to employees

You can also transfer the business's miles to yourself or any registered employee for use on other AAdvantage® awards, including upgrades, car rentals and more. Begin the no-fee transfer in a few easy steps:

1

Log in to the travel management portal at aadvantagebusiness.aa.com



English

AAdvantage Business

Welcome back

Log in using your AAdvantage® account.

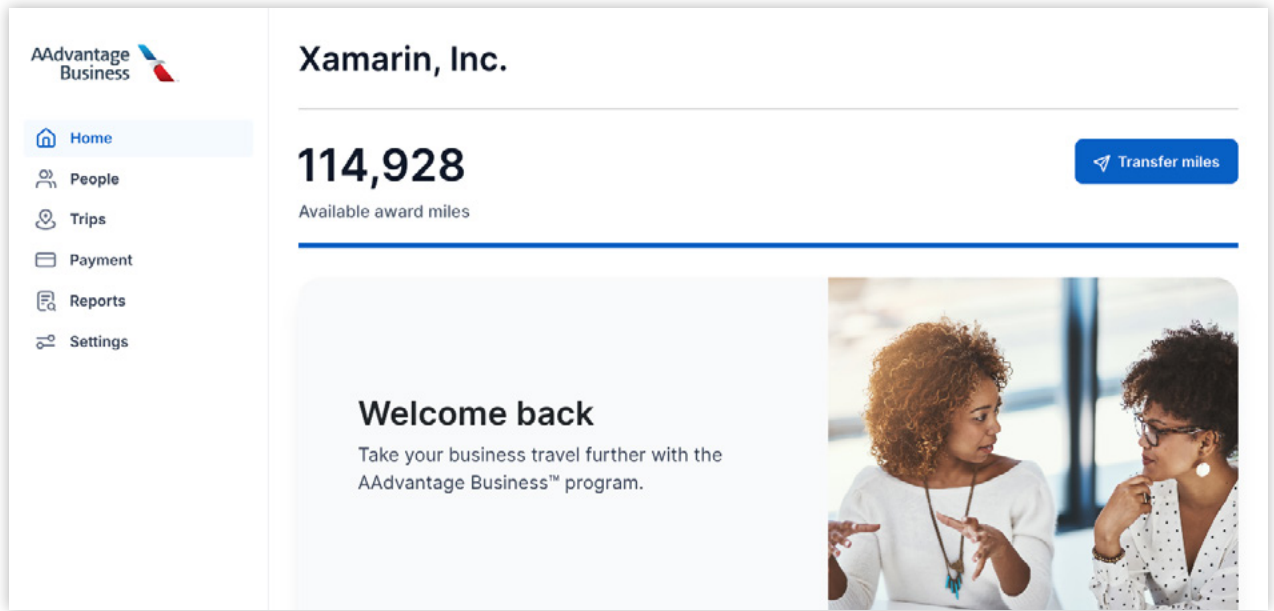
Log in

Not an AAdvantage Business™ member? Access tools that make travel management easier while earning rewards for your company and travelers. [Register your company →](#)

2

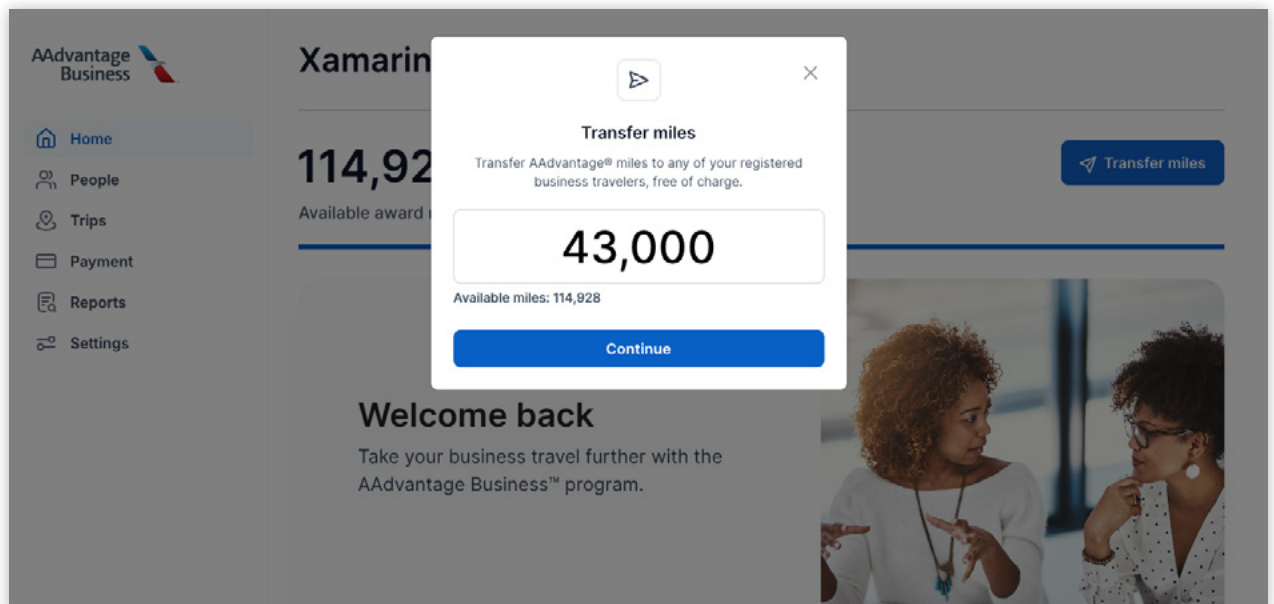
Go to 'Transfer miles' on the homepage.

*If this button is gray, your company has not met the required threshold. Use the 'View progress' link to check your account status.



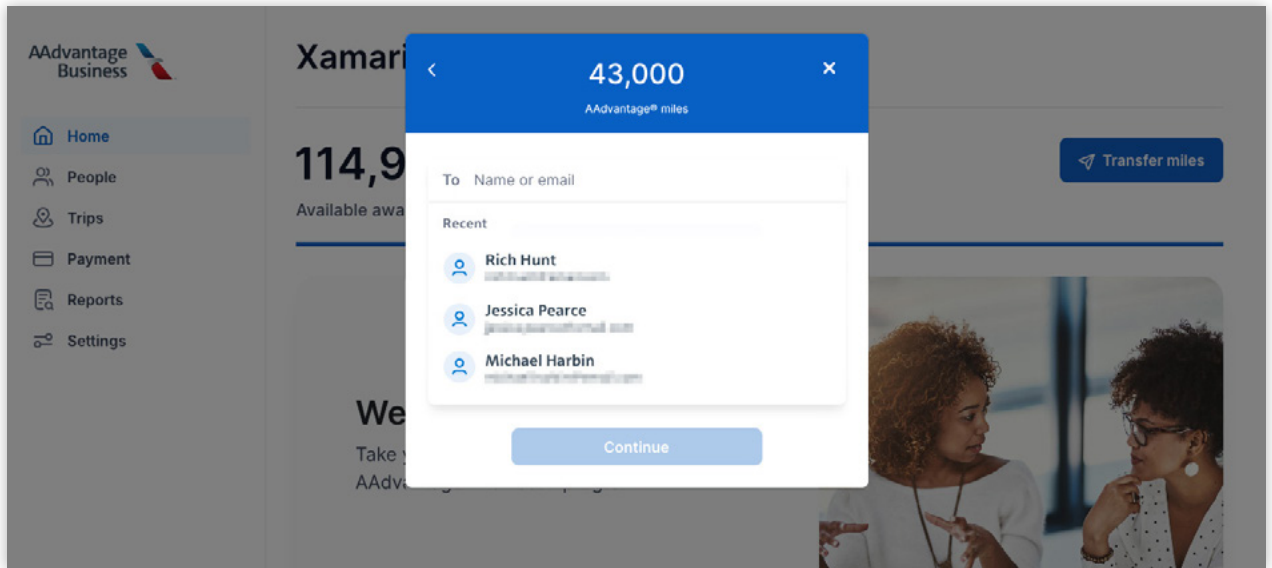
3

A pop-up window will open. Enter the number of miles you want to transfer and 'Continue'. You'll find the current miles balance for the account.



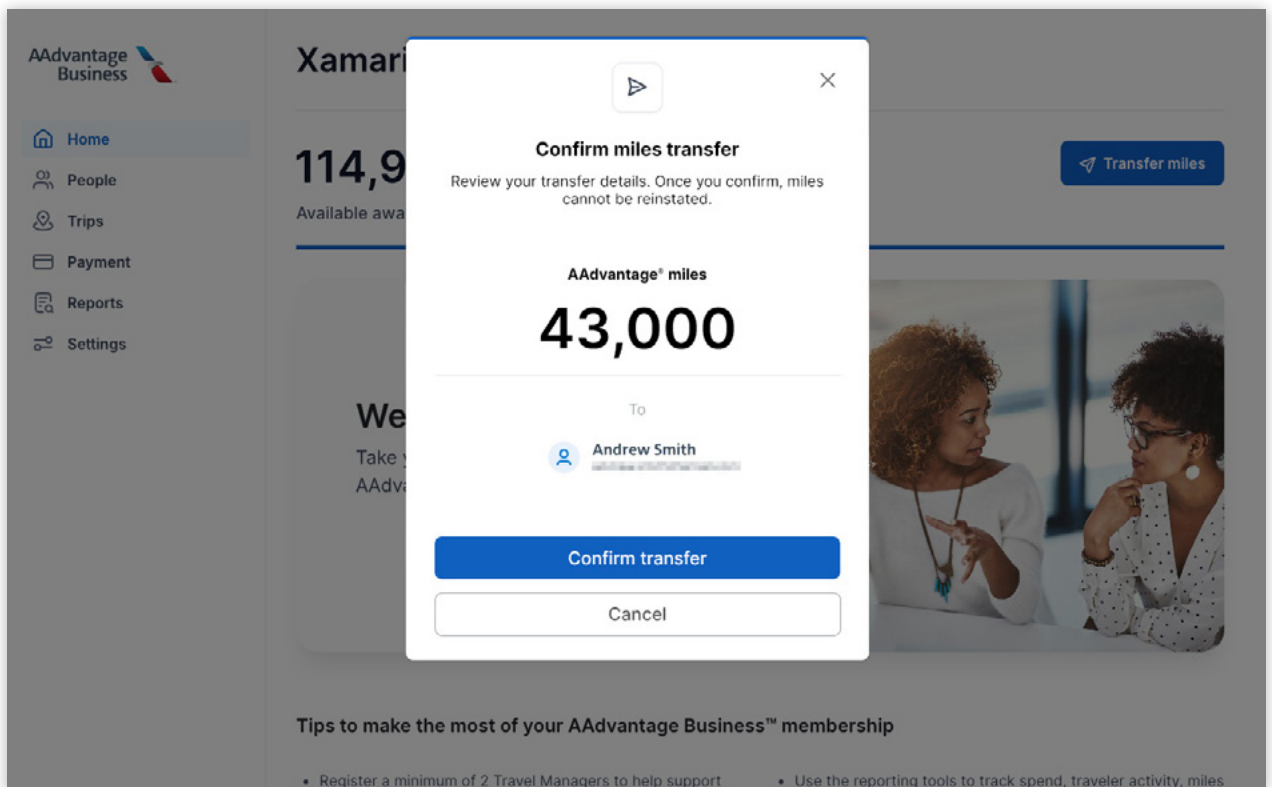
4

Search for the registered member you want to transfer miles to using their name or email, select them from the dropdown and 'Continue'.



5

Review details and 'Confirm transfer'. Once the transfer begins, it cannot be canceled or reversed.

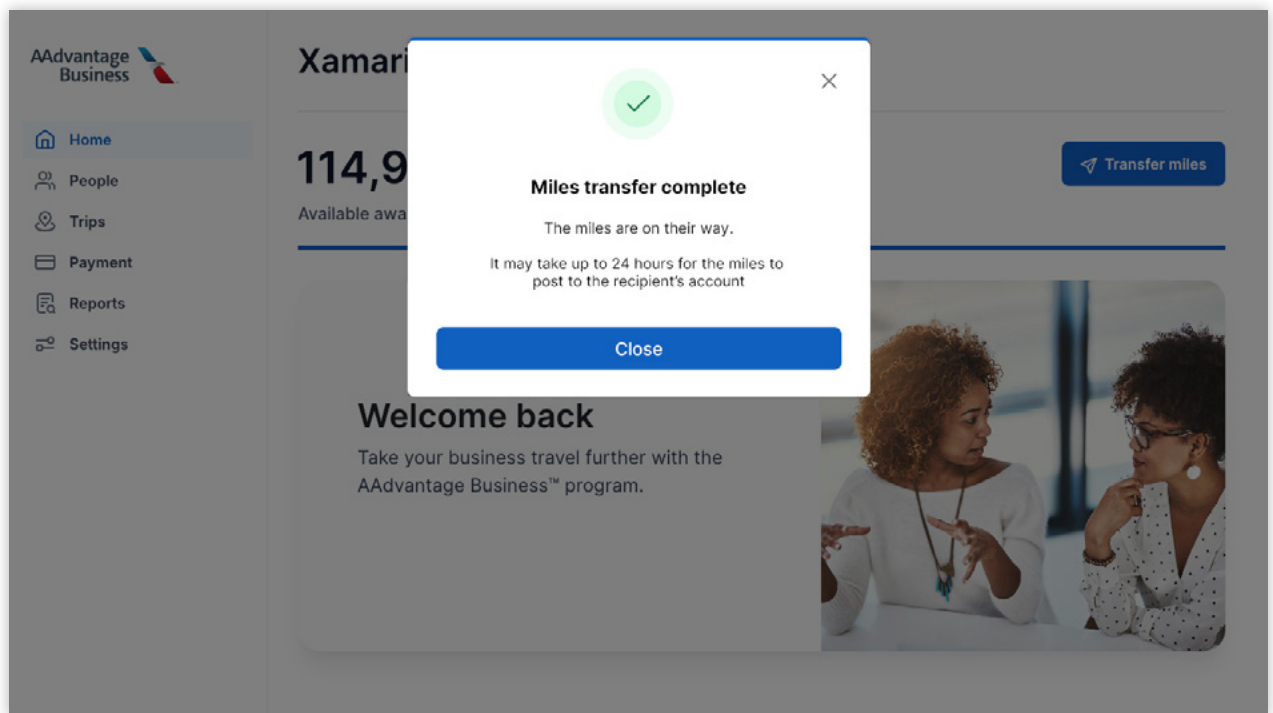


Tips to make the most of your AAdvantage Business™ membership

- Register a minimum of 2 Travel Managers to help support
- Use the reporting tools to track spend, traveler activity, miles

6

View confirmation of the transfer.



Your traveler will receive a notification once the transfer has processed. All account Travel Managers will also receive email confirmation of an award transfer and can view redemption activity in the travel management portal.

Once miles have been deposited into an individual AAdvantage® account, the member can redeem them for flights, upgrades, hotels stays, car rentals and more.

Learn more ways to use your AAdvantage® miles: aa.com/redeem



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 or in the [American app](#) – available 24 / 7.

