

Travel Agency Instructions for American Airlines Cuba Travel

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Instructions to Document Cuba Passengers' Reason for Travel

The U.S. government currently permits passengers travel to Cuba for one of twelve general reasons, plus a thirteenth reason that requires specific, case-by-case government approval. Identifying and documenting the permitted category of travel is a legal requirement both for the traveler and for travel service providers (including airlines and travel agencies). As agents of American, American's Travel Agencies will be required to obtain and document each passenger's reason for travel in the PNR by using SSRs to document specific 5-character "Reason Codes" as approved by IATA:

	<u>U.S. Government Reason for Travel</u>	<u>IATA Reason Code</u>
1	<u>Family visits</u> ;	FAMILY
2	<u>Official business</u> of the U.S. government, foreign governments, and certain intergovernmental organizations;	GOVMT
3	<u>Journalistic activity</u> ;	JOURN
4	<u>Professional research</u> and professional <u>meetings</u> ;	PRORM
5	<u>Educational activities</u> ;	EDUCA
6	<u>Religious activities</u> ;	RELIG
7	<u>Public performances</u> , clinics, workshops, athletic and other <u>competitions</u> , and exhibitions	PERFO
8	<u>Support for the Cuban people</u> ;	SUPRT
9	<u>Humanitarian projects</u> ;	HUMAN
10	Activities of <u>private foundations</u> or research or educational institutes;	PRIRM
11	<u>Exportation, importation</u> , or transmission of information or information materials;	INFOR
12	Certain <u>authorized export transactions</u> .	EXPRT
13	<u>OFAC specific license</u> (followed by license number)	LICEN

IATA's RFTV SSR is the long term solution for American's Travel Agencies to document Cuba passengers' Reason Code. However, industry booking sources (GDSs, content aggregators, etc.) may not be ready for RFTV, in which case:

- If your booking source is not ready for RFTV: enter the Reason Code in OTHS SSR
- Once your booking source launches RFTV: enter the Reason Code in RFTV SSR only

Other Important Requirements for Cuba Passengers

Passenger Contact Information and PNR requirements

- As required in American's Addendum to the Governing Travel Agency Agreements, American requires complete passenger contact information, including but not limited to phone fields, addresses (home or billing) and email addresses in the PNR. This contact information is important in the event that American must contact passengers concerning their Cuba travel.
- All flights to Cuba must be booked round-trip with a 90 day maximum stay.
- No point of origin Cuba is permitted.
- Entire journey must be on American Airlines prime flights – no other carriers permitted in the same PNR.
- Itineraries containing Cuba travel without complete passenger contact information or otherwise not in compliance with American's requirements will be at risk of cancellation.

Additional Non-PNR Requirements

Ensure that passengers have read the U.S. Government's descriptions of the reasons for which travel to Cuba is permitted. Descriptions can be found as follows:

1	Family visits	http://www.ecfr.gov/cgi-bin/text-idx?SID=068324bdbf52078106ba1cae84f1a635&mc=true&node=se31.3.515_1561&rgn=div8
2	Official business of the U.S. government, foreign governments, and certain intergovernmental organizations	http://www.ecfr.gov/cgi-bin/text-idx?SID=002773db728358cdf8cb594a773db757&mc=true&node=se31.3.515_1562&rgn=div8
3	Journalistic activity	http://www.ecfr.gov/cgi-bin/text-idx?SID=db7ed0405936c89cac6cb39bc9a9950b&mc=true&node=se31.3.515_1563&rgn=div8
4	Professional research and professional meetings	http://www.ecfr.gov/cgi-bin/text-idx?SID=e1022ae33d46f60c530d554d2a254040&node=se31.3.515_1564&rgn=div8
5	Educational activities	http://www.ecfr.gov/cgi-bin/text-idx?SID=e1022ae33d46f60c530d554d2a254040&node=se31.3.515_1565&rgn=div8
6	Religious activities	http://www.ecfr.gov/cgi-bin/text-idx?SID=068324bdbf52078106ba1cae84f1a635&mc=true&node=se31.3.515_1566&rgn=div8
7	Public performances, clinics, workshops, athletic and other competitions, and exhibitions	http://www.ecfr.gov/cgi-bin/text-idx?SID=068324bdbf52078106ba1cae84f1a635&mc=true&node=se31.3.515_1567&rgn=div8
8	Support for the Cuban people	http://www.ecfr.gov/cgi-bin/text-idx?SID=068324bdbf52078106ba1cae84f1a635&mc=true&node=se31.3.515_1574&rgn=div8
9	Humanitarian projects	http://www.ecfr.gov/cgi-bin/text-idx?SID=068324bdbf52078106ba1cae84f1a635&mc=true&node=se31.3.515_1575&rgn=div8

10	Activities of private foundations or research or educational institutes	http://www.ecfr.gov/cgi-bin/text-idx?SID=068324bdbf52078106ba1cae84f1a635&mc=true&node=se31.3.515_1576&rgn=div8
11	Exportation, importation, or transmission of information or informational materials	http://www.ecfr.gov/cgi-bin/text-idx?SID=07ab16622c8bc5ff840ebd57d1d38e92&mc=true&node=se31.3.515_1545&rgn=div8
12	Certain authorized export transactions	http://www.ecfr.gov/cgi-bin/text-idx?SID=07b6c942b714deb2dee98f945bb674ee&mc=true&node=se31.3.515_1533&rgn=div8 and http://www.ecfr.gov/cgi-bin/text-idx?SID=160a64fc75f33324dcb35feb870055ff&mc=true&node=se31.3.515_1559&rgn=div8
13	OFAC specific license (followed by license number)	http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=f0f367be3e05806e7499b330572a7b1e&mc=true&n=sp31.3.515.e&r=SUBPART&ty=HTML#se31.3.515_1501

- The U.S. and Cuba governments may require additional passenger information and documentation, including Cuba “Tourist Cards”, proof of health insurance, and special requirements for Cuban-born passengers, as applicable.
- Understand your obligations as a Travel Services Provider and minimize travel complications by staying up-to-date on any additional travel requirements and informing travelers accordingly. Additional travel information can be found on the U.S. and Cuba government websites:
 - <http://www.treasury.gov/resource-center/sanctions/Programs/pages/cuba.aspx>
 - <http://www.cubadiplomatica.cu/eeuu/EN/Home.aspx>

Instructions for Passengers Travelling under Specific Licenses from OFAC

- Some passengers may have a specific license number issued by the Office of Foreign Assets Control (“OFAC”) which permits travel that falls outside of the 12 general reasons.
- For such passengers, please (i) document their specific license using the Reason Code LICEN immediately followed by an oblique and the alphanumeric code for the specific license, e.g. LICEN/CT20161234567 and (ii) provide notice that American will require a paper copy of their specific license at the airport.

Example messages

- Example A: Message advising a general reason for travel:

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HDQRMAA
.HDQRM1P
HDQ1P ABCDEF/XYZ/99999992/MIA/1P/US
2EDWARDS/PATRICIAMS/CHLOEMS
AA123C01OCT MIACFG HK2
SSR RFTV AA HK1 MIACFG0123C01OCT-1EDWARDS/PATRICIAMS.FAMILY
SSR RFTV AA HK1 CFGMIA0123C01OCT-1EDWARDS/CHLOEMS.FAMILY
  
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- Example B: Message advising a specific OFAC license reason (LICEN) and license number:

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HDQRMAA
.HDQRM1P
HDQ1P ABCDEF/XYZ/99999992/MIA/1P/US
2EDWARDS/PATRICIAMS/CHLOEMS
AA123C01OCT MIACFG HK2
SSR RFTV AA HK1 MIACFG0123C01OCT -1EDWARDS/PATRICIAMS.LICEN/CT20161234567
SSR RFTV AA HK1 CFGMIA0123C01OCT -1EDWARDS/CHLOEMS.LICEN/CT20168901234
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Frequently Asked Questions

Why do I need to document travel reasons using IATA Reason Codes?

The U.S. Government currently limits the reasons for which passengers may travel to Cuba. As such, Travel Service Providers, including American and Travel Agencies, must record passengers' reasons for travel to comply with the U.S. Government's documentation requirements. This documentation is required because the U.S. Government requires passengers to certify that they fall within one of the permitted travel categories and airlines and travel agents to capture and store passengers' reasons for travel.

How long will the Reason Code be required?

The Reason Code will be required until the U.S. Government changes its policy.

In which itineraries is the Reason Code required and does the passengers' citizenship matter?

The Reason Code is required for all itineraries that contain American Airlines-operated flights to Cuba, irrespective of passengers' citizenship or the marketing code of the flight.

What happens if the Reason Code or passengers' contact information is not added to the PNR?

If the information American instructs its Travel Agencies to add to the PNR is not present, then the itinerary is at-risk of cancellation. Remember, Travel Agencies must add the passenger's accurate contact information; contact information of the Travel Agency or someone other than the passenger indicated in the PNR will not suffice.

When must the Reason Code be submitted?

The Reason Code must be added at the time of booking.

What if multiple passengers are in the PNR; do I need multiple Reason Codes?

Yes, each passenger requires their own Reason Code because it is possible that a given passenger's reason for travel differs from other passengers' reasons for travel in the same PNR.

Can the OTHS and RFTV SSRs accommodate different Reason Codes for different passengers in the PNR?

Yes, both OTHS and RFTV will be name-associated, meaning unique travel reason codes may be entered for each individual passenger in the PNR.

When will my booking source be ready to launch the RFTV SSR?

The RFTV SSR was recently approved by IATA as an industry standard. Consult your booking source for more information about when it will have the RFTV SSR available for use.

My GDS is not allowing me to sell American's flights to Cuba?

1. Make sure your agency has updated its own Cuba settings: some agencies previously set their own restrictions to prevent Cuba sales. Check with your internal department (e.g., IT department) that manages your agency desktop/selling platform to ensure that any previous Cuba sales restrictions set by your agency have been lifted.
2. Make sure any forms required by your GDS have been completed: some GDSs may require paperwork/form completion to activate Cuba sales. Check your GDS notifications and/or contact your GDS helpdesk or salesperson to ensure that any required paperwork/forms have been submitted.