AD75 Procedures - USA

A/Eligibility-
1. Revenue requirements are in place. If ARC statistics do not reflect the given amount LH will take into account group and consolidator revenue if you submit substantiating documentation.
2. Applicant must be on international airlines travel agent network IATA eligibility list, and employed by your agency for a minimum period of one year. If this is not the case, applicant must have been in your service for a minimum period of 3 months, and have commenced employment with you not more than 60 days after being fully qualified in the service of another agency. Written proof of former employment would have to be submitted.
3. Head office of approved agent submitting application must have been approved for a minimum period of one year.

B/Spouse Eligibility (AD50)
Spouse must accompany the eligible employee travelling with an AD75 ticket. May travel unaccompanied westbound.

C/Routing
No concurrences for interline travel will be obtained by Lufthansa.

D/Documentation
The following documentation will be required once your request has been acknowledged and the correct fare has been calculated.
2. Payment – Credit card
3. If employed less than 1 year, proof of former employment as per eligibility paragraph 2 above.
4. Copy of IATAN card or W2 form. For outside sales personnel – 1099 form documentation is required 14 days prior to departure.

E/Reservations
1. Enter the desired flight with the status code –
   NN 0 LH401 N 10JUL JFKFRA NN1
2. Enter 3OSI LH AD75P1 OR AD50P2
   The following booking classes are in effect –
   Economy to be booked in N-Class
   Business to be booked in R-Class

***The flights cannot be sold from availability displays.
*Note- Bookings cannot be made more than 90 days prior to departure.
Waitlisting and advance seat assignments not permitted.
Mileage accrual does not apply.

F/Downgrading
Please be aware that possible downgrading/offloading may occur if flights are fully booked.

G/Rate Request
Not all fares allow AD75/50 discounts. Again, it is necessary to mention the discount code in your PNR. Please contact Lufthansa by Fax: 516 /296-9477.

H/Ticket Validity
Please note – Tickets expire exactly 3 calendar months after the date of issuance shown on the validator. Please note – All ticketing – will be electronic where applicable.

Updated NYCEA/DG 29Jan2008
Subject to change without notice
Fax Form for AD 75 Requests
To request your AD75/50 transportation please make a printout of the following form and fax your request to:

LUFTANSA
1640 HEMPSTEAD TURNPIKE
EAST MEADOW, NY 11554
FAX NUMBER - 516/296-9477

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PLEASE COMPLETE ALL QUESTIONS BELOW--

Agency Name:
__________________________________________________________________________________

Agency ARC Number:
__________________________________________________________________________________

Date of Agency ARC Approval:
__________________________________________________________________________________

Agency Address:
(Street)
__________________________________________________________________________________

(City, State, Zip)
__________________________________________________________________________________

Agency Phone Number:
__________________________________________________________________________________

Passenger Name Employee:
__________________________________________________________________________________

Itinerary and Travel Dates
Flight Nbr Date From To
__________________________________________________________________________________

Credit Card Information -
• Card Holder/s Name
__________________________________________________________________________________

• Card Holder/s Address
__________________________________________________________________________________

• Credit Card Number
__________________________________________________________________________________

• Credit Card Expiration Date
__________________________________________________________________________________