AMTRAK EMPLOYEE PASS POLICY

GOVERNING FREE AND REDUCED RATE TRAVEL ON AMTRAK TRAINS

Joseph H. Boardman
President and Chief Executive Officer

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1.0 **RESPONSIBILITY**

Chief Marketing and Sales Officer
Chief Human Capital Officer

2.0 **PURPOSE**

This policy defines the eligibility for pass travel benefits, defines free and reduced-rate transportation privileges on Amtrak trains and other services, and defines when such privileges may be used. It does not contain all of the detailed procedures for obtaining pass travel benefits. See the Pass Procedures chapters on the Intranet under Library > Policies > Employee Pass, Voucher, and Service Award Trip Policies, as listed in the References section at the end of this document.

This policy also defines the following:

- Free and reduced-rate travel benefits that apply to certain freight railroad employees;
- Reduced-rate travel benefits that apply to employees of other railroads that have reciprocal reduced-rate travel privileges with Amtrak;
- The policy for obtaining and using travel vouchers;
- Service award trips recognizing employee anniversaries; and
- The policy for handling violations of pass policy.

3.0 **POLICY**

It is Amtrak’s policy to provide free and reduced-rate transportation for its employees for business and personal travel in accordance with the information contained in this document.

Pass travel is a privilege that can be revoked if pass policies are violated.
3.1 Definitions

As used in this chapter:

<table>
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<th>Meaning</th>
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<tr>
<td>Employee ID card</td>
<td>The current picture identification card (“Smart ID” card) issued to active Amtrak employees. It does not include the ID card issued to contractors/consultants. This card allows building access, confers the right to be on most Amtrak property, and is used as the Rail Travel Privilege Card (“RTPC”) by active Amtrak employees.</td>
</tr>
<tr>
<td>“Flash passing”</td>
<td>Term used to describe the process whereby an authorized Amtrak personal pass rider boards an eligible train without a reservation or ticket and shows the employee ID card, or pass card and ID, to the conductor, for free coach travel on that train.</td>
</tr>
<tr>
<td>Government-issued photo identification, or simply “ID”</td>
<td>A current driver’s license, state/provincial ID card, passport, US military ID card, or college/high school ID card, issued by the school. All must bear a picture of the person.</td>
</tr>
<tr>
<td>Pass card</td>
<td>A Rail Travel Privilege Card, in whatever form is current. For active Amtrak employees, the Rail Travel Privilege Card is the Employee ID Card.</td>
</tr>
<tr>
<td>Pass holder</td>
<td>The employee or retiree who is the primary person in the pass file, as noted below. Spouses and dependents derive their pass privileges from the pass holder.</td>
</tr>
<tr>
<td></td>
<td>• Amtrak employee or retiree pass holder.</td>
</tr>
<tr>
<td></td>
<td>• Freight railroad pass holder.</td>
</tr>
<tr>
<td></td>
<td>• Amtrak Executive pass holder.</td>
</tr>
<tr>
<td></td>
<td>• Amtrak Board of Directors pass holder.</td>
</tr>
<tr>
<td></td>
<td>• Union business pass holder.</td>
</tr>
<tr>
<td>Pass privileges</td>
<td>Short for “employee pass travel privileges”</td>
</tr>
<tr>
<td>Pass rider*</td>
<td>Any person traveling under pass privileges.</td>
</tr>
<tr>
<td>Ticket</td>
<td>May refer to both an eTicket (in any form, whether printed or not) or a paper value ticket.</td>
</tr>
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* Also see section 6.3 for types of pass riders.

3.2 Pass Cards

Separate pass cards are not issued to active Amtrak employees; they use their employee ID cards as pass cards.

Separate pass cards are issued to all Amtrak retirees, all Amtrak Executives, all members of the Amtrak Board of Directors, all freight railroad pass riders upon request, and to all spouses, domestic partners, and all eligible dependents. Separate pass cards are also issued to certain union officials. The pass card is mailed to the employee or retiree’s address that is on file in Pass Bureau records. Amtrak Executives, members of the Board of Directors, and union officials are given their specialized cards directly.
The separate pass cards include the employee/retiree name, the name of the spouse/domestic partner/dependent, the home road, the pass number (and the index number), and a bar code or magnetic stripe that is encoded with identifying information for the pass rider.

3.3 The Reservation System Pass File Determines Pass Privileges

The reservation system pass file is the official determination of pass privileges.

- An employee, retiree, spouse or dependent being active in a reservation system pass file is the primary and official proof of that person having pass privileges.
- Possession of a pass card or employee ID card is not, in and of itself, proof of having pass privileges.
- If an individual has a pass card or ID card, but is not active in a reservation system pass file, that person does not have pass privileges.
- If an individual does not have a pass card or ID card, but is active in a reservation system pass file, that person does have pass privileges.
- The pass card is only required for Amtrak employee/retiree pass riders and their dependents when they want to “flash pass” on the train.

Accordingly the following applies:

If the individual has a pass card:

- The card may, but is not required to, be presented to the ticket agent or conductor.
- The pass rider must know the pass number if it is not on the card.
- An Amtrak or government-issued identification with a photo (“ID”) is also required in order to verify the pass rider’s identity.

If the individual does not have a pass card:

- The pass rider must know the pass number.
- An Amtrak or government-issued identification with a photo is required to prove identity.
- A ticket is always required, even on corridor trains, because a pass card is required for Amtrak employee/retiree pass riders to “flash pass” on corridor trains.

Government-issued photo identification (or the Amtrak employee ID card) must be that of the pass rider (name and photo match). Dependents under 16 are not required to have ID (standard Amtrak identification policy).
### 4.0 SUMMARY OF PASS BENEFITS

<table>
<thead>
<tr>
<th>Type of pass rider</th>
<th>Who in pass file</th>
<th>May flash pass</th>
<th>Red/white/blue policy applies</th>
<th>Separate RTPC issued</th>
<th>May apply for business pass</th>
<th>Extended benefits beyond personal pass (3)</th>
<th>Value of travel is taxable income</th>
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<tr>
<td>Amtrak personal pass rider (active)</td>
<td>Employee</td>
<td>Yes</td>
<td>Yes</td>
<td>No (use SmartID)</td>
<td>Yes (if management)</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Spouse (1)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
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<tr>
<td>Domestic partner</td>
<td>No (2)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Dependents</td>
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<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
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<td>Amtrak personal pass rider (retired)</td>
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<td>Amtrak business pass rider (active only)</td>
<td>Employee (only)</td>
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<td>Employee</td>
<td>Yes (4)</td>
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<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No, if for business; yes, if not business (3)</td>
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<td>Yes (4)</td>
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<td>Member</td>
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<td>Yes</td>
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<td>No, if for business; yes, if not business (3)</td>
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<td>No</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Freight railroad (active or retired)</td>
<td>All</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Temporary employees</td>
<td>None</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Interns</td>
<td>None</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Union officials</td>
<td>Employee only</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

1. Includes same-sex or opposite-sex spouses.
2. The value of all travel taken by domestic partners is taxable income to the employee or retiree as they are not spouses; therefore, a reservation and a ticket are required.
3. See Business Pass (Section 7), Amtrak Executives (Section 9), and Board of Directors (Section 10), later in this document, for details.
4. Personal pass rider travel rules and restrictions apply if traveling at privilege levels beyond that of a personal pass.
5.0 PASS RIDER BEHAVIOR

5.1 General

A pass rider’s behavior must be responsible and reflect favorably upon his or her status as a representative of Amtrak.

5.2 Priority to Revenue Passengers

5.2.1 Overcrowded or Standee Conditions

When there is a shortage of space, revenue passengers have priority.

If a situation arises where a revenue passenger cannot be accommodated, and no other space can be found on the train, then the pass rider is required to give up the seat or room to that passenger.

5.2.2 Table Space in Café and Lounge Cars

Revenue passengers have priority for table space in these cars. If a pass rider is occupying a table and revenue passengers are looking for table space, the pass rider should offer the table to the revenue passengers.

For policies that apply to train service, on-board service, commuting and so-called “deadheading” employees, particularly in the Northeast Corridor, see the current edition of the Service Standards for Train Service and On-Board Service Employees manual.

5.2.3 Business Class and Acela First Class Seating

Revenue passengers have priority for better seating in these cars. Pass riders should leave the more desirable table or seats for revenue passengers.

5.3 Alcohol Consumption

Employees who are traveling on company business, who are in travel status (whether compensated or not), who are subject to being called to duty, or who are traveling under a business pass or voucher, may not consume alcohol while on the train or other Amtrak provided services.

Employees using personal pass privileges to travel on personal time (days off, vacation/personal leave, etc.) may consume alcohol while on the train. Such employees are not considered to be in travel status and are not subject to being called to duty.

*Some employees are in positions that would subject them to being called to duty in the event of an incident involving the train, even if they are traveling on their own time as personal pass riders. Those employees may not consume alcohol at any time while on the train.
Pass riders are subject to the same rules regarding the consumption of alcohol that apply to other passengers. In addition:

- The pass rider must not be wearing or displaying anything that indicates that he or she is an employee of Amtrak, including but not limited to a uniform component; an Amtrak employee ID; a lanyard with Amtrak logos, division affiliation or similar; or an Amtrak name badge.
- The pass rider must not, in conversation or otherwise, indicate Amtrak affiliation.
- The employee must not be commuting to or from work.
- As with a revenue passenger, violation of rules, or inappropriate behavior, can lead to removal from the train, and the pass rider may be subject to disciplinary action that could affect pass privileges or employment status.

5.4 Occupying Crew Space in Dormitory Cars

The only personnel who may occupy crew space in dormitory or transition sleeper cars are those Amtrak crew members who are working on that train.

Pass riders may not occupy crew space in this car under any circumstances. They must be reserved, priced and ticketed in sleeping car space (BT or revenue rooms) or coach space on the train, under the policies in this chapter. This applies even if there is vacant crew space on the train.

6.0 AMTRAK EMPLOYEE PERSONAL PASS TRAVEL

6.1 Introduction

Amtrak employees have personal pass privileges on Amtrak trains and other services as indicated in this chapter.

6.2 Pass Privileges

Amtrak employee personal pass privileges are given to a person who is an active Amtrak employee or who is the spouse, domestic partner, or dependent of an Amtrak employee or retiree. These persons are referred to as “Eligible Individuals” in this chapter except when they need to be individually specified.
6.3 Types of Pass Riders (Eligible Individuals).

Eligible Individuals are indicated in the table below; eligibility criteria are further defined in Section 6.6:

<table>
<thead>
<tr>
<th>Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active employee</td>
<td>An individual actively employed by Amtrak. Does not include contract employees or interns.</td>
</tr>
</tbody>
</table>
| Retired employee            | • An Amtrak employee who retired directly from Amtrak, and who has been granted an annuity under the Railroad Retirement Act and/or the Amtrak Retirement Income Plan.  
• A former employee who had been elected to a full-time position with a union (on a leave of absence from Amtrak), who has retired from that position, and who has been granted an annuity as described above. |
| Disabled employee           | An employee who was disabled while in active employee status with Amtrak and is receiving Railroad Retirement Board disability annuity benefits or long-term disability income benefits from Amtrak.                                                                                                                             |
| Spouse                      | A person to whom the employee or retiree is legally married as specified by the laws of the state, province or country where the marriage took place.                                                                                                                                                                                       |
| Domestic partner (includes the term “civil union partner” used by some jurisdictions) | A person who is licensed or registered in a domestic partnership with an active, retired or disabled Amtrak employee, by a state that both:  
• recognizes that domestic partnership as valid and  
• requires, by state law, private employers to provide non-ERISA (Employee Retirement Income Security Act of 1974) benefits to domestic partners on equal terms as legally married spouses.  
A list of such states and conditions applying to each may be found in the Amtrak Employee Personal Pass Procedures chapter on the Intranet. |
| Dependent Children          | • The employee’s natural children, beginning on the child’s date of birth.  
• The employee’s stepchildren who live with the employee, beginning on the date the employee married the spouse (or entered into a legal domestic partnership) whose natural children they are.  
• Legally adopted children, and children placed with the employee for adoption, beginning on the date the legal adoption proceedings started.  
• Other children related to the employee by blood or marriage (such as grandchildren), provided the children live with the employee, and are declared as dependents on the employee’s tax return. |
| Surviving spouse            | A surviving spouse of an Amtrak pass holder who has not entered into any subsequent legal marriage or domestic partnership.                                                                                                                                                                                                       |
| Surviving domestic partner  | A surviving domestic partner of an Amtrak employee who has not entered into any subsequent legal marriage or domestic partnership.                                                                                                                                                                                                         |
6.4 **Taxability of Pass Benefits**

Personal pass travel is an employee benefit. The Internal Revenue Code (CFR 26, section 1-132-2) governing free or discounted travel by employees states that if an employee pass travel benefit causes the employer to lose revenue because a passenger was unable to purchase the space, or causes substantial additional cost to the employer, then its value is considered taxable income to the employee.

The policies for Amtrak employee, spouse and dependent personal pass travel are designed to avoid making the value of travel taxable by:

- Charging a fare, at the allowable 20% discount, if there is the possibility that the pass rider booking would result in a loss of passenger revenue, or
- Allowing reservations to be made only within a certain time before departure, typically one hour.

The value of travel of **domestic partners** is taxable income to the employee, as these persons are not spouses. This applies whether or not the relationship results in tax-free medical benefits for such a person.

6.5 **Applying for Pass Privileges**

Amtrak employees apply for pass travel privileges for themselves and Eligible Individuals through Amtrak Benefits (www.AmtrakBenefits.com). Amtrak Benefits policies indicate what information is needed and what proof is required. When Amtrak Benefits and Human Capital approve the pass request, pass privileges are then active for the Eligible Individuals.

The employee has control over to whom he or she grants pass privileges (as long as that person is otherwise eligible) and can revoke those privileges at any time.

See the Contact Information section at the end of this document for Amtrak Benefits contact information.

6.6 **Eligibility for Pass Privileges**

6.6.1 **General Policies**

Only those persons listed in the employee’s pass file are eligible for personal pass privileges. For a list of Eligible Individuals, refer to section 6.3.

If the employee is no longer eligible for personal pass privileges, the Eligible Individuals are likewise no longer eligible for personal pass privileges. If the employee has died, see the Surviving Spouse section, later in this chapter.
Eligible Individuals will remain eligible for pass privileges until:

- The employee or retiree no longer has pass privileges, or
- The employee has had his or her pass privileges revoked due to disciplinary action, or
- The employee has died, except as indicated in the Deceased Employees section, later in this document, or
- As indicated below for the specific type of eligible individual.

When an employee/retiree’s spouse, partner or dependent loses pass privileges for any reason, the employee/retiree is required to recover the pass card from the spouse or dependent to prevent any further “flash passing”; otherwise, the employee/retiree will be financially responsible for the cost of such “flash passing” trips (at regular revenue fares).

6.6.2 Spouse or Domestic Partner

Spouses and domestic partners are eligible for pass privileges, as defined in section 6.3.

If the employee/retiree and spouse divorce, or if the employee/retiree and domestic partner dissolve the domestic partnership, the spouse or partner’s pass privileges end on the date the divorce decree or the dissolution of domestic partnership is issued.

6.6.3 Dependent Children

Dependent children are eligible for pass privileges as defined in section 6.3. Dependent children must be citizens of the United States.

Dependent children are eligible for pass privileges until one or more of the following occur.

- The employee or retiree no longer has pass privileges.
- The child’s 19th birthday, if not a full-time student.**
- The child’s 24th birthday, if a full-time student. *
- The employee dies and there is no surviving spouse or domestic partner who retains survivor pass benefits.
- The surviving spouse or domestic partner dies or otherwise loses pass privileges.

* In order to retain pass travel privileges, the dependent child who is 19 years old or older but not yet 24 years old must be defined as a “full time student” by the school he or she is attending. Normally 12 or more units per academic term meet the full time student definition. Eligibility must be renewed each calendar year. Written proof of student status (letter from school, printout of official class schedule, etc.) must be sent every year to the office listed in the Personal Pass Procedures chapter. **Pass privileges will be removed if no
written proof of full time student status has been received or if more than one year has passed since the last written proof was received.

Pass holders are expected to know this requirement as it is not possible for Amtrak to send out individual reminders that pass privileges for dependents are about to end.

** A child, 19 or older, may retain pass privileges with no upper age limit, provided that child remains a dependent under Federal tax law because of a disability. Proof of disability is a copy of the dependent’s Social Security Administration or Railroad Retirement Board disability award letter. Send that copy to Amtrak Benefits.

When submitting proof of “full time student” status or disability, write the name and personnel number (SAP number) of the employee, and the name of the dependent if not already there, on the face of the document.

See the Contact Information section at the end of this document for Amtrak Benefits contact information.

6.6.4 Dependent Eligibility when the Parents Divorce, or Dissolve a Domestic Partnership

<table>
<thead>
<tr>
<th>Situation</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>The employee is the biological parent and/or the legal custodian (sole or joint legal custody) of the dependents.</td>
<td>The dependents retain pass privileges as indicated in this document.</td>
</tr>
<tr>
<td>The employee is neither the biological parent nor the legal custodian (sole or joint legal custody) of the dependents.</td>
<td>The dependents lose pass privileges upon the effective date of the final decree of divorce or dissolution.</td>
</tr>
</tbody>
</table>

6.6.5 Newly Hired Employees

Newly hired employees are automatically eligible for personal rail travel privileges. New employees should apply through Amtrak Benefits at www.amtrakbenefits.com for their spouses and dependents pass benefits as soon as possible on or after the employee’s hire date to minimize the time before pass privileges are available. Note that Amtrak Benefits often requires supporting documentation for spouses/partners/dependents and eligibility is not granted until this documentation is received and approved. Activation of rail travel privileges normally takes about two weeks after applying for pass privileges and providing the required documentation.

6.6.6 Retired Employees

Employees are considered “retired” if their last day of Amtrak employment is followed immediately by their first day of retirement, and who have been granted annuities under either the Railroad Retirement Act or the Amtrak Retirement Income Plan. Retired employees retain the same pass privileges they had as active employees, with the exception of those privileges that are granted to active employees who are eligible for Social Security

<table>
<thead>
<tr>
<th>APPROVED</th>
<th>REVISION NO.</th>
<th>SUPERSEDES</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph H. Boardman</td>
<td>2</td>
<td>10.10.1</td>
<td>14 of 44</td>
</tr>
</tbody>
</table>
employees only, such as business pass privileges. For Executive Pass holders, see that section.

Upon retirement, a Pass Card will be automatically issued and mailed to the retiree; during the short time between the last day of work and the day the new card is received, the new retiree will need to obtain tickets for all travel.

6.6.7 Suspended Employees

Pass privileges for employees who are suspended for disciplinary reasons will be removed for the employee, the employee’s spouse/partner and dependents. The pass privileges will be reinstated when the employee returns to work, unless the cause for the suspension was a pass policy violation, in which case the policies in the Pass Policy Violations (Pass Abuse) section, of this document, will apply.

6.6.8 Employees on Leave of Absence or Furlough

Employees on leave of absence or furlough retain pass privileges as shown in the following table.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Status of pass privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furlough</td>
<td>Privileges continue for 180 days from last day worked.*</td>
</tr>
<tr>
<td>Leave of absence due to sickness or on the job injury</td>
<td>Privileges continue for 180 days from last day worked.*</td>
</tr>
<tr>
<td>Leave of absence covered by the Family and Medical Leave Act (FMLA)</td>
<td>Privileges continue for the entire time of leave of absence covered by the FMLA, regardless of the time in service before the FMLA leave of absence began.</td>
</tr>
<tr>
<td>Leave of absence due to active military duty</td>
<td>Privileges continue for the entire period of active military duty, regardless of the time in service before the active military duty began.</td>
</tr>
<tr>
<td>Leave of absence due to becoming a full time union official</td>
<td>Privileges continue for the entire period of being a full time union official, regardless of the time in service before the union official leave of absence began.</td>
</tr>
<tr>
<td>Leave of absence for any other reason</td>
<td>No privileges during the entire duration of the leave of absence.</td>
</tr>
<tr>
<td>Suspension for disciplinary reasons</td>
<td>No privileges during period of suspension.</td>
</tr>
</tbody>
</table>

* To be eligible for the 180 days of continued pass privileges, the employee must have had at least one year of continuous Amtrak service as of the effective date of the furlough or leave of absence. This means:

- For the first furlough or leave of absence, the employee must have had at least one year of continuous Amtrak service.
• For any subsequent furlough or leave of absence, the employee must have had at least one year of continuous Amtrak service since the ending of the prior furlough or leave of absence.

• Time while on military leave of absence, time served as a union official, or time while on absence covered by the Family and Medical Leave Act, counts as Amtrak service time toward the above two requirements. Other types of leave of absence do not count.

Pass privileges will be reinstated upon return to Amtrak service.

6.6.9 Disabled Employees

Employees who have been granted disability retirement annuities from the Railroad Retirement Board directly from Amtrak employment will retain their personal pass privileges. The employee is responsible for providing a copy of the Railroad Retirement Board disability retirement award letter to his or her local Amtrak Human Capital office. Disability retirement award letters from the Social Security Administration do not qualify the employee for continued pass privileges.

6.6.10 Employees Who Have Signed a Letter of Agreement

Employees who have signed a letter of agreement with Amtrak (as the result of a claims settlement) will retain personal pass privileges for as long as Amtrak continues their medical benefits. Pass privileges end when the medical benefits terminate. If the employee is subsequently granted a Railroad Retirement Board disability retirement annuity, then personal pass privileges will be reinstated upon presentation of a copy of the Railroad Retirement Board disability retirement award letter to the employee’s local Amtrak Human Capital Office.

6.6.11 Resigned and Terminated Employees

Employees who resign, sign a resignation letter, or who are terminated, are not entitled to pass privileges. Pass privileges end on the date of resignation or termination. If the former employee subsequently becomes eligible for Railroad Retirement or Amtrak Retirement Income Plan benefits, the employee does not regain pass privileges because he or she did not retire directly from Amtrak.

6.6.12 Temporary Employees

Temporary employees are not eligible for pass privileges.

6.6.13 Interns

Interns, paid or unpaid, traveling on Amtrak business do so using travel vouchers.
For personal travel:

- Paid interns: Paid interns may take a maximum of three personal trips during the internship with Amtrak, or within six months of completing an internship. A travel voucher is required, and travel is subject to the same “Red, White and Blue” policy that applies to regular employees.
- Unpaid interns: Unpaid interns, including Cooperative Education Program participants, are not eligible for personal pass privileges.

Interns do not have “flash pass” privileges (see section 6.9 below).

6.6.14 Surviving Spouse or Domestic Partner

When an employee or retiree dies, the pass file is inactivated immediately, and the spouse and all dependents lose pass privileges.

The spouse/domestic partner and dependents may apply for continued pass privileges provided the employee and spouse/partner were eligible for pass privileges at the time of death, and the employee had, at the time of death:

- At least five or more consecutive years of Amtrak service; or
- At least five or more consecutive years of Amtrak and other railroad service combined; or
- At least five or more consecutive years of Amtrak and/or other railroad service at the time of retirement.

Pass privileges will be created for the surviving spouse/partner, with her or his own separate pass number. **The surviving spouse/partner may not travel using the pass privileges of the deceased employee or retiree.** If travel is required between the date the employee died and the date the new pass file is created, contact the Amtrak Pass Bureau for assistance.

A form to apply for surviving spouse pass privileges will normally be sent by Human Capital as part of a benefits information package. If this form is not received, contact Human Capital or the Pass Bureau. See the Contact Information section at the end of this document.

Taxability of surviving spouse/domestic partner travel:

- The value of travel using the survivor pass is not taxable income to the surviving spouse.
- The value of travel using the survivor pass is taxable income to the surviving domestic partner.

Pass privileges of a survivor (and any dependents) end when the surviving spouse/partner dies, remarries, or enters into a domestic partnership.
6.7 Family Travel to Funerals

Spouses, domestic partners and dependents of deceased employees and deceased retirees may travel in coach service to and from funerals and memorial services for the deceased employee or deceased retiree at no charge. Unless the survivor’s pass privileges have already been established, contact the deceased employee’s supervisor or the Amtrak Pass Bureau. See the Contact Information section at the end of this document.

6.8 Shipment of Remains by Amtrak Express

The remains of a deceased Amtrak employee, spouse/domestic partner, and dependents may be transported by Amtrak Express at no charge, provided the origin station, destination station, all transfer stations, and all trains to be used, are able to handle remains shipments. This applies even if pass privileges are temporarily suspended because the employee’s pass file was inactivated upon his or her death. For details contact the Amtrak Express Desk at (800)-368-8725 (TRAK).

6.9 Flash Pass Policy

6.9.1 Definition.

“Flash passing” is the term used to describe the process whereby an authorized Amtrak personal pass rider boards an eligible train without a reservation or ticket and shows the employee ID card, or pass card and ID, to the conductor, for free coach travel on that train.

Flash pass eligible trains are defined in the Personal Pass Procedures – Amtrak Employee chapter on the Amtrak Intranet (Library > Policies > Employee Pass, Voucher and Service Award Trip Policies).

6.9.2 Who May Flash Pass

On trains eligible for this privilege only:

- Active Amtrak employees, with the current Amtrak employee photo ID card.
- Retired Amtrak employees, with the pass card and ID.
- Spouses and dependents of current, retired or deceased Amtrak employees, with the pass card and ID.

6.9.3 Who May Not Flash Pass

- Amtrak pass riders who do not have the current pass card or a current Amtrak employee ID card.
- Domestic partners.
- Executive Business Pass holders, if traveling at privilege levels beyond that of a personal pass.
- Current or former members of the Amtrak Board of Directors, their spouses, and dependents.
- Freight railroad pass riders.
• Contractors, consultants, interns, etc.
• Anyone else not listed under “Who may flash pass”.

A reservation and a ticket are required for any train or accommodation that is not “flash pass” eligible and for anyone not eligible to flash pass.

6.10 Identification Required

6.10.1 At the Ticket Window

Pass riders making reservations and obtaining tickets at a ticket window must display one of the following to the agent:
• Amtrak or government-issued ID with a photo that proves identity: an Amtrak employee ID/Smart ID card, a driver’s license, a state or provincial ID card, or a passport.
• Dependents still in college or high school may use a college/high school-issued ID if it has a photo.
• A pass card may also, but is not required to, be displayed.

The pass holder, or the spouse/partner, may obtain tickets for the entire family even if some are not present for the ticketing interaction.

In all cases the name on the ID must match the name on the ticket and the photo on the ID must be that of the pass rider. This identification must be presented to an Amtrak employee when requested.

6.10.2 On the Train

When on the train, all pass riders 16 and over must carry one of the following:
• Amtrak or government-issued ID with a photo that proves identity: an Amtrak employee ID/Smart ID card, a driver’s license, a state or provincial ID card, or a passport.
• Dependents still in college or high school may use college/high school-issued ID if it has a photo.

In all cases the name on the ID must match the name on the ticket and the photo on the ID must be that of the pass rider. This identification must be presented to an Amtrak employee when requested.

The pass card is only required if the pass rider is flash passing, though it is recommended that it be carried during pass travel.

6.11 Services

6.11.1 Long Distance Trains: Coach, Business Class or Sleeper

A reservation and a ticket are always required to travel on long distance trains. Pass riders may not board a long distance train without a ticket.
Coach and sleeper travel on long distance trains is governed by the Red, White and Blue policy, which encompasses all trains not considered as “Corridor services – reserved coach” or “Unreserved coach”. See the Red, White and Blue Policy section, below.

Business class travel on long distance trains is governed by the business class policy.

6.11.1.1 Reservation and Ticket Required

Rail pass riders departing from stations with no open ticket office or Quik-Trak kiosk must obtain ticket documents from a station where these are available, or by calling the Amtrak Contact Center to make a reservation and be eTicketed before travel.

Exception: Employees in the Florence, SC, area who work on Auto Train and board this train during its servicing stop to travel to Lorton or Sanford to begin duty. See the Auto Train section, later in this document.

Refunds will not be given for revenue fares paid on trains in the absence of tickets.

6.11.1.2 Red, White and Blue Policy

Trains can have one or more color indications that designate whether or not travel is free. Based on historical sellout patterns, color designations can vary for coach, sleeper and vehicle space, by train and by day. Furthermore, color designations are subject to change as seats and rooms are sold.

Pass riders may book travel that is subject to the Red, White and Blue policy as early as 335 days before departure.
The colors, and the fares applying to each, are defined in the following table:

<table>
<thead>
<tr>
<th>Color</th>
<th>Historical booking pattern</th>
<th>Fare policy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Blue</strong></td>
<td>Train did not sell out on this date or equivalent* the past three years. Not every seat on the train is blue. The number of blue seats is determined by the average number of seats remaining unsold in the past. If the train begins selling out, the color of remaining coach seating on the train may dynamically change to white.</td>
<td>Amtrak pass rider travels free. NOTE: Additional fees may be applied to pass rider travel on some routes and services; these fees may not be refundable.</td>
</tr>
<tr>
<td><strong>White</strong></td>
<td>Train sold out on this date or equivalent at least once in the past three years. If a train number does not have three years of booking history, it may default to white.</td>
<td>Amtrak pass rider pays 80% of the fare (rail fare and accommodation charge, if any) a member of the public would pay for the same travel. If, after travel is completed, unsold space remains in the same type of service (coach seat, roomette, bedroom, etc.), the employee is entitled to a refund of the amount paid. If additional fees are applied for pass travel on a route or service, the fees described above in the Blue section are deducted from the refund.</td>
</tr>
<tr>
<td><strong>Red</strong></td>
<td>Train sold out on this date or equivalent* all three times in the past three years.</td>
<td>Amtrak pass rider pays 80% of the fare (rail fare and accommodation charge, if any) a member of the public would pay for the same travel, but there is no possibility of a refund.</td>
</tr>
</tbody>
</table>

* “Equivalent” means that the date is adjusted for weekends, holidays, etc. in order to provide a more accurate comparison to the same date in prior years.

See the *Amtrak Employee Personal Pass Procedures* chapter on the Intranet for details, as noted in the References section at the end of this document.

6.11.1.3 Discounts

The only rail fare discounts available to Amtrak employees are the disabled discount, the mobility impaired discount, the child discount, and the senior discount. No other discount is authorized.
6.11.4 Refunds after Travel for Space Booked as “White”

For travel on “white” days, if the pass rider is eligible for a refund, a refund check will be sent or a credit will be posted to the credit card used to pay for the reservation. No notification is given if a refund is not granted.

See the Amtrak Employee Personal Pass Procedures chapter on the Intranet for details, as noted in the References section at the end of this document.

6.11.5 Upgrading on the Train with the Conductor

If an Amtrak pass rider upgrades from coach to business class, or from Acela Express business class to Acela Express first class, he or she may only do so by phoning Amtrak Reservations at 800-USA-RAIL, booking the new space, and paying any charge that applies.

If an Amtrak pass rider upgrades to sleeping car space and pays the conductor:

- The conductor will charge the pass rider 80% of the sleeping car accommodation charge that a revenue passenger would pay.
- This amount is not refundable, even if the accommodation purchased does not sell out on the train.
- To be eligible for a refund if the accommodation does not sell out, the employee must make and pay for a reservation, and obtain a ticket document, through a contact center or station agent.
- See the Amtrak Employee Personal Pass Procedures chapter on the Intranet for details, as noted in the References section at the end of this document.

6.11.2 Corridor/Short-Distance Trains: Reserved or Unreserved Coach

Coach seating on reserved trains has Red, White and Blue color designations.

6.11.2.1 Active Amtrak employees, retirees, spouses and dependents

Active Amtrak employees, spouses and dependents have two choices:

- Reserve, obtain a ticket, and travel under the Red, White and Blue policy. The applicable fare (if any) must be paid, but a seat is guaranteed. This will reduce, but not eliminate, the chance that there will be standees, because the pass rider’s seat will have been removed from inventory and not sold to another passenger.
Use the active employee ID (Smart ID) card, or the pass card and identification with a photo*, to “flash pass” on the train. If this option is selected, a seat is not guaranteed. This applies to coach only; a ticket is always required for business class.

* Current driver’s license, state ID card, passport, or college/high school ID.

6.11.3 Acela Express Trains

This applies to any personal travel on Acela Express in business class or first class:

- A reservation and a ticket are always required. “Flash passing” is not permitted on any Acela Express train.
- Obtain the ticket before boarding the train.
- Boarding an Acela Express train without a reservation and ticket is prohibited.*

* This does not apply to the use of a Train Inspection Permit or a Head End Permit; that is not pass travel.

Personal pass travel on Acela Express trains is subject to advance booking limitations and time of day blackouts, and a fare is charged. See the Amtrak Employee Personal Pass Procedures chapter on the Intranet for details, as noted in the References section at the end of this document.

6.11.4 Business Class (non-Acela Express Trains)

The following conditions apply to any non-Acela train that has business class. These conditions apply whether coach seating on the train is reserved or unreserved.

- A reservation and a ticket are always required. “Flash passing” is not permitted in Business Class on any train.
- Obtain the ticket before boarding the train.

Personal pass travel in non-Acela Express business class is subject to advance booking limitations and other restrictions.

See the Amtrak Employee Personal Pass Procedures chapter on the Intranet for details, as noted in the References section at the end of this document.

6.11.5 Thruway Services

Amtrak pass riders have pass privileges on all 3000-6999 series Thruway services. These are dedicated charter Thruway services. For Amtrak pass riders eligible for “flash passing,” they may do so on the Thruway service if the
connecting corridor train also allows “flash passing.” If the bus is full, revenue passengers have priority.

Amtrak pass riders have no pass privileges on any 7000-8999 series Thruway services. The applicable local fare for the service must be paid. This fare is not refundable after travel even if the Thruway service does not sell out. These are services provided by other carriers which also carry their own passengers. The ticket may be bought from the carrier or through Amtrak.

6.11.6 Auto Train

6.11.6.1 Reserving and Ticketing

_Auto Train_ is reserved and ticketed under the long distance train Red, White and Blue policy. For Red, White and Blue indications on _Auto Train_, coach, sleeper, and vehicle space can all be different colors. That is, coach could be blue but vehicles white, or sleeper could be white and vehicles blue.

Specific service charges apply to pass riders traveling on _Auto Train_:

- If the seat or vehicle space is blue, service charges will apply and will be collected at the time of ticketing. These charges cover the cost of the meals provided to the pass rider (on _Auto Train_, passengers are not charged for meals in the dining car as the cost of those meals is built into the fare) and, separately, the costs incurred by Amtrak for having the vehicle loaded and unloaded.
- If the seat or vehicle space is white or red, the white or red fare will apply. If a refund is given after white day travel, the service charges will be deducted from the refund.
- See the _Amtrak Employee Personal Pass Procedures_ chapter on the Intranet for details, as noted in the References section at the end of this document.

6.11.6.2 Sleeping Car and Business Class Options

_Sleeping Car_

Amtrak personal pass riders have two choices:

- Book sleeper space in advance under the Red, White and Blue policy, paying whatever fare applies, or
- Book coach space in advance under the Red, White and Blue policy and then, in person at the departure terminal and on the day of departure only, request a standby room or business class assignment when checking in. Rooms and business class seats are assigned on a first come-first served basis after all revenue passengers have checked in and have had the opportunity to upgrade.
If the personal pass rider booked smaller rooms in advance and paid a fare, and, at the departure station on the day of travel, wants to upgrade to larger rooms, this may be done on a space-available, first-come first-served basis, the same as upgrading from coach, but there will be no refund of the fare paid for the smaller rooms.

**Business Class**

- Business class space may only be booked within one hour of departure. On Auto Train, due to Auto Train check-in requirements, the normal limitation of booking business class one-hour in advance is not applicable. Any unsold business space will be assigned to pass riders on a first-come, first served basis.

See the *Amtrak Employee Personal Pass Procedures* chapter on the Intranet for details, as noted in the *References* section at the end of this document.

6.11.6.3 **Vehicles.**

No more than one vehicle may be brought per licensed driver, and the number of vehicles priced at pass rider fares may not exceed the number of pass riders who are licensed drivers.

- Amtrak pass riders may not purchase “priority vehicle offloading” services as these limited spaces are reserved for revenue passengers.
- Pass riders may not ride Auto Train without a vehicle unless this is specifically authorized by the Auto Train Route Director.
- A vehicle may not be shipped unless the pass rider is also traveling on the same train.

6.11.6.4 **Auto Train** on-board service employees living in the Florence, South Carolina area

*Auto Train* on-board service employees who live in the Florence, South Carolina area may board or detrain *Auto Train* at the servicing stop in Florence without a reservation or ticket and travel to or from Lorton or Sanford, commuting to or from their *Auto Train* work assignments. They will be accommodated in available space, and NRPC 3085, Passenger On-Board Record, will be completed for each employee.

This provision does not apply to any other pass rider.
6.11.7 Business Travel Roomettes (BT)

6.11.7.1 Description.

Some trains have “BT” business travel roomettes in a Superliner transition sleeper (a car with both crew and regular sleeping accommodation). These provide sleeping space for Amtrak employees traveling on business. Business Travel Roomette accommodations may have limited services; the pass rider may have to make up the room if not boarding at the train origin point, must always strip the used bed linen and put it in the designated area, and must leave the room clean and orderly. Meals are not included and must be purchased separately.

6.11.7.2 Personal Pass Travel Restrictions.

Amtrak employee pass riders traveling on their personal passes may book this room without charge only within a certain time before departure. See the Amtrak Employee Personal Pass Procedures chapter on the Intranet for details, as noted in the References section at the end of this document.

Eligible personal pass riders include the Amtrak employee and any of their dependents. The “BT” room may not be shared with or used by any revenue passenger, or freight railroad or foreign railroad pass rider. Two unrelated Amtrak pass riders may share a room.

Pass riders and their dependents who are traveling together in “BT” space must share rooms in order to leave “BT” space available for other pass riders. Example: An employee/retiree and his or her spouse may book one room, not two. Exceptions may be made if due to a disability neither pass rider is able to use the upper berth.

6.12 Other Personal Pass Policies

6.12.1 Ancillary Charges

These are charges for bicycles, golf bags, excess baggage, carry-on pets, parcel check (left luggage) at stations, etc. Fees for these and other services that apply to revenue passengers also apply to pass riders.

6.12.2 Lost or Delayed Checked Baggage

Amtrak pass riders have the same protection as revenue passengers for lost, delayed or damaged checked baggage. The same policies and liability limits apply.
6.12.3 **Canada Travel**

All passengers, including pass riders, must be on the border crossing manifest, therefore, all travel to or from any station in Canada requires a reservation and a ticket, even if the US portion of that train allows flash passing. The pass rider must have all documentation necessary to cross the border.

6.12.4 **ClubAcela, Metropolitan Lounges, and First Class Waiting Rooms**

Amtrak pass riders ticketed in sleeping car or Acela Express First Class space may use ClubAcela, Metropolitan Lounge and first class waiting room facilities in the same manner as revenue passengers. The sleeping car or first class ticket must be shown to the club or lounge attendant. Business class pass riders are eligible to use certain lounges, depending on the location and the train used. Inquire locally.

If the pass rider has a current card in his or her name that allows access (such as Amtrak Guest Rewards Select Plus or Select Executive for both types of lounges, United Club for ClubAcela only), this may also be used.

6.12.5 **Commuter Railroads and other Non-Amtrak Carriers**

Amtrak and freight railroad employees, retirees or dependents do not have “free travel” or “flash pass” privileges on any commuter railroad, transit authority or other non-Amtrak carrier, nor on any Amtrak Thruway service in the 7000-8000 series. This applies even if Amtrak is the operator of the service. Attempting to obtain free travel or to “flash pass” on a commuter railroad is a violation of Amtrak pass policy and will be subject to disciplinary action. Conductors who allow Amtrak or freight railroad pass riders to do this are likewise violating Amtrak pass policy.

Any exception to this policy, as well as information on any official discounted travel offered to Amtrak employees by a commuter railroad, will be defined in the Amtrak Employee Personal Pass Travel chapter, as noted in the References section at the end of this document.

6.12.6 **Commuting on Amtrak Trains**

Some employees live in a city other than that from which their job assignments begin, and use an Amtrak train to travel on their own time to and from that duty location. For the purpose of Pass Policy, this is considered commuting to and from work using personal pass privileges.

All personal pass policies apply to such travel, including the requirement to make reservations and obtain tickets for all trains that do not allow flash passing.
Note: “Deadheading” means travel in a non-working status between the employee reporting location and another location where actual work will begin, or travel from a location where actual work has ended back to the employee normal reporting location. Meals and other entitlements are governed by the labor agreement that applies to such travel. Travel between the reporting location and home is commuting and not “deadheading.”

6.12.7 Pass Travel after Losing Pass Privileges

Any reservations and/or tickets obtained using pass privileges, for travel after the date eligibility is lost, are no longer valid and will be cancelled. Using those tickets, or “flashing a pass” on a train when the pass rider no longer has pass privileges, constitutes fraud. Tickets must be cancelled; any ticket issued for an amount greater than zero may be refunded (subject to the refund policy in section 6.12.11).

The employee or retiree pass holder is required to retrieve the pass card from any spouse, partner or dependent who is no longer eligible for pass privileges. The employee will be liable for the full retail value of any trip taken by an ineligible person.

6.12.8 Meals

Additional charges may apply for meals on some routes. See the Amtrak Employee Personal Pass Procedures chapter on the Intranet for details, as noted in the References section at the end of this document.

6.12.9 Mobility Impaired or Disabled Passengers

Employees with a disability who wish to reserve mobility impaired space on a train (accessible bedroom, wheel chair space, etc.), or those who require some other accommodation but do not wish to reserve mobility impaired space, may do so. Reservations must be made by either calling the Amtrak Contact center, or at an Amtrak ticket office.

6.12.10 Revenue Fares

In some cases it may be advantageous for a rail pass rider to pay a fare as a revenue passenger. However, any upgrades must likewise be paid as a revenue passenger. The total fare must be paid either as a revenue passenger or as a pass rider.

Tickets paid at revenue fares are subject to any refund, exchange, non-cancellation or other rules applying to such tickets.
6.12.11 Refunds

Pass riders are subject to all Amtrak refund policies, including penalties that apply for failure to cancel space before departure or other established time limit.

6.12.12 Service Disruptions, Schedule Changes, etc.

Subject to the provisions of “Overcrowded or standee conditions” above, Amtrak pass riders who have a ticketed reservation and are affected by service disruptions or late trains, have the same protection as revenue passengers. If, due to a missed guaranteed connection, service disruption, equipment substitution, or equipment change, the pass rider has to be re-accommodated, and the fare on the new service is higher, or the new train is red or white instead of blue, etc., no additional fare will be collected. If overnight lodging, meals, alternate transportation, etc. are provided to revenue passengers who missed connections due to late arriving trains, Amtrak pass riders will also be protected in the same manner. (This does not apply to freight railroad pass riders or Amtrak pass riders who are flash passing.)

6.12.13 Unaccompanied Minors

All unaccompanied minor policies apply. The adult pass rider fares apply.

6.12.14 Children of Active Duty Train Service or On-Board Service Employees

Train service or on-board service employees who are in an active duty status on a train must give full attention to their duties. Accordingly:

- Any children 13-15 on the train must travel as unaccompanied minors if no other adult who is 18 or older is accompanying the children.
- Children on the train with the employee who is on duty who cannot travel as unaccompanied minors must be accompanied by a separate adult, 18 or over, who has no duty on the train other than to supervise the children.
- Travel for all children on the train must be properly reserved and ticketed.

6.12.15 Violations

Violations of pass policy will be handled as specified in the Pass Policy Violations – Pass Abuse section, later in this document.

6.12.16 Right to Monitor

Amtrak reserves the right to monitor personal pass travel and to take appropriate action if abuse of the personal pass privilege is detected,
6.13 For Complete Details

See the Amtrak Employee Personal Pass Procedures chapter on the Intranet for details, as noted in the References section at the end of this document.

7.0 AMTRAK EMPLOYEE BUSINESS PASS TRAVEL

Details on extended pass travel benefits for the Amtrak Executives and the Amtrak Board of Directors are contained in separate sections later in this document.

7.1 Business Pass Summary

<table>
<thead>
<tr>
<th>Condition</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who receives this pass</td>
<td>• Amtrak management (non-agreement) employees who are required to travel as part of their duties.</td>
</tr>
<tr>
<td></td>
<td>• Agreement employees may be issued business travel privileges if their duties require very frequent travel, and only if a multiple-trip travel voucher will not meet the travel requirements of the employee’s specific duties. Otherwise, business travel is granted through the use of travel vouchers.</td>
</tr>
<tr>
<td></td>
<td>• Contractors and interns may not be issued business passes. Instead, they use travel vouchers for business travel.</td>
</tr>
<tr>
<td>Who is included</td>
<td>Employee only; spouses and dependents are not eligible for business passes.</td>
</tr>
<tr>
<td>Retiree benefits</td>
<td>None. The business pass is cancelled when the employee retires.</td>
</tr>
<tr>
<td>Tax implication</td>
<td>None.</td>
</tr>
<tr>
<td>Validity period of pass</td>
<td>Two years; automatically renewed if the employee is still eligible. Business pass privileges will be deleted when any of the following occur:</td>
</tr>
<tr>
<td></td>
<td>• The employee retires or leaves Amtrak employment.</td>
</tr>
<tr>
<td></td>
<td>• The employee returns to an agreement position.</td>
</tr>
<tr>
<td></td>
<td>• The employee’s supervisor requests that business pass privileges be removed for the employee.</td>
</tr>
<tr>
<td>How to obtain pass</td>
<td>See section 7.3 below.</td>
</tr>
<tr>
<td>Separate card issued</td>
<td>No.</td>
</tr>
</tbody>
</table>

7.2 Definition of Business Travel

Business travel is defined as travel for Amtrak business purposes, such as:

- travel to and from meetings, training classes, etc.;
- travel from home work location to work assignments in other locations, or travel between such work assignments;
- when relocating, periodic travel between new work location and old home location as approved by employee’s supervisor, until family has moved to new work location;
- travel that includes work performed on the train itself such as inspections and evaluations, etc. – this does not include train crew or on-board service work.
7.3 Obtaining Business Pass Privileges

Amtrak employees who travel frequently for Amtrak business purposes may apply for business pass privileges. Use NRPC 3265, Business Pass Request.

Employees without business pass privileges, and all others including all contractors and interns, obtain tickets using travel vouchers obtained through eTrax.

7.4 Business Pass Policies

7.4.1 Travel Must Be for Amtrak Business

Travel must be for Amtrak business purposes. Using business pass privileges for personal travel, including but not limited to commuting between home and work, is prohibited and will be subject to disciplinary action. Personal pass privileges must be used for commuting between home and work.

Business pass travel generally requires reservations and tickets for the specific trains used.

7.4.2 Flash Passing

- Business pass riders may flash pass only on eligible trains for reserved or unreserved coach travel with their employee ID/Smart ID cards; all other business travel requires a reservation and a ticket.
- Flash passing is subject to personal pass policies, which are the same as for other Amtrak employee personal pass riders.

7.4.3 Acela Express

Business pass riders may book Acela Express business class (coach equivalent) only. First class is not permitted.

For employees without business pass privileges, a travel voucher is required specifically authorizing Acela Express travel. Vouchers for Acela Express travel require two levels of approval rather than one. See the Travel Vouchers section for details, later in this document.

7.4.4 Sleeping Car

Amtrak business pass riders must reserve business travel roomettes (BT), if they are available. If BT rooms are not available, they may reserve roomettes (ES, VS). If the business pass rider has a mobility impairment, accessible rooms (HS, MS) may be booked.
**Exception – bedroom or family room:**

These are high-value rooms that must be left open for revenue passengers.

- Bedrooms (DS) or family rooms (FS) may only be booked if all the business travel (BT) and roomette (ES/VS) rooms are sold out, the pass rider must travel on that train and on that date, and no other travel options are available.
- Accessible rooms (HS, MS), for business pass riders who do not have a mobility impairment, may be booked only if ALL other rooms on the train are sold out, only within two weeks of travel, only if the pass rider must travel on that train and on that date, and only if no other travel options are available.
- **A travel voucher is required; the business pass may not be used.**
- Pricing workarounds to avoid obtaining a voucher are prohibited and will be subject to disciplinary action.

Note: For Amtrak Executives and the Amtrak Board of Directors, see those sections, later in this document.

7.4.5 **Meals**

Employees using business pass privileges must pay for all meals and beverages, even if traveling in an accommodation, such as revenue sleeper. The employee may claim the cost of the meals on an expense report if the Amtrak Travel Policy permits this for the specific travel taken by the employee.

Exceptions allowing complimentary meals or beverages:

- Complimentary coffee, tea, etc. provided in a sleeping car for passengers, provided the employee has been assigned space in that car. Be mindful that revenue passengers have priority to this service if supplies are short.
- Complimentary meals and beverages provided to all passengers as a service recovery measure.
- **Auto Train**, where meals are provided in the dining car to all passengers without additional charge. These meals may not be claimed on an expense report.

7.4.6 **Violations**

Violations of pass policy will be handled as specified in the *Pass Policy Violations – Pass Abuse* section, later in this document.

7.4.7 **Right to Monitor**

Amtrak reserves the right to monitor the use of business pass privileges and to take appropriate action if abuse of the business pass privilege is detected.
7.5 **Travel Privileges for Business Pass**

Amtrak business pass holders may book any train at any time before departure. Some restrictions apply regarding the space that may be booked for business travel. See *Acela Express* and Sleeping Car, above.

7.6 **For Complete Details**

For complete details regarding business pass travel, see the *Amtrak Employee Business Pass Procedures* chapter on the Intranet for details, as noted in the *References* section at the end of this document.

8.0 **UNION BUSINESS PASS**

8.1 **Details**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who receives this pass</td>
<td>Senior officers of Amtrak’s labor organizations</td>
</tr>
<tr>
<td>Who is included</td>
<td>Officer only.</td>
</tr>
<tr>
<td>Retiree benefits</td>
<td>None.</td>
</tr>
<tr>
<td>Surviving spouse or domestic partner eligibility</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>Tax implication</td>
<td>None. All travel is for business purposes only. No personal travel is allowed.</td>
</tr>
<tr>
<td>Validity period of pass</td>
<td>One year. Renewal is controlled by the Amtrak Labor Relations Department</td>
</tr>
<tr>
<td>How to obtain pass</td>
<td>Contact the Amtrak Labor Relations Department</td>
</tr>
<tr>
<td>Separate card issued</td>
<td>Yes. Pass has “Union Business Travel Card” at the top, with the name of the union official, and a pass number.</td>
</tr>
</tbody>
</table>

8.2 **Travel Privileges**

Union Business Pass holders may book at any time before departure. A reservation and ticket are always required.

Union Business Pass holders may book unreserved coach, reserved coach and *Acela Express* business class only.

8.3 **Flash Passing**

Union business pass holders may not flash pass. A reservation and a ticket are always required.

8.4 **For Complete Details**

For complete details, see the Amtrak Employee Business Pass Procedures chapter on the Intranet for details, as noted in the *References* section at the end of this document.
9.0 **AMTRAK EXECUTIVES**

9.1 **Official Policy**

Certain Amtrak Executives have pass privileges as defined in this section which are beyond those of their personal passes.

9.2 **Details**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who receives this pass</td>
<td>Eligible Amtrak Executives.</td>
</tr>
<tr>
<td>Who is included</td>
<td>Employee and spouse or domestic partner. Dependents receive the standard personal pass benefits.</td>
</tr>
<tr>
<td>Retiree benefits</td>
<td>Employee and spouse or domestic partner retain Executive Business Pass privileges. Dependents receive the standard personal pass benefits.</td>
</tr>
<tr>
<td>Less than 1 year of service as an Amtrak Executive</td>
<td>Employee, spouse or domestic partner, and dependents receive the standard personal pass benefits.</td>
</tr>
<tr>
<td>Resignation or termination before retirement</td>
<td>All pass privileges are terminated on last day of employment with Amtrak.</td>
</tr>
<tr>
<td>Surviving spouse/domestic partner eligibility</td>
<td>If employee had at least five years’ Amtrak and/or railroad service at the time of death, eligible for the standard personal pass benefits.</td>
</tr>
</tbody>
</table>
| Tax implication | • The value of Amtrak **business** travel is not taxable income.  
  • The value of **personal** travel (and all travel by the spouse or domestic partner) at privilege levels beyond those of the personal pass is taxable income. This value will be added to the employee’s pay statement as “Non-Cash Income”. |
| Active employee | The value of all travel at privilege levels beyond those of the personal pass is taxable income and will be reported to the IRS at the end of the year. |
| Retiree | Three years. Executive passes will be automatically renewed as long as the employee is still eligible. The Executive Pass will be deleted if the employee leaves Amtrak prior to retirement. |
| Validity period of pass | Three years (will be automatically renewed if the retired executive is still eligible). |
| Active employee | Handled by employee’s department when promoted or hired to an executive position. |
| Retiree | Yes. |

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**APPROVED**

Joseph H. Boardman
President and Chief Executive Officer

**REVISION NO.**

2

**SUPERSEDES**

10.10.1

**PAGE**

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9.3 **Tax Implications**

The value of travel for **Amtrak business**, even when taken in accommodations beyond those permitted on regular business passes, is not taxable income.

The value of all **personal** travel using the extended pass privileges in this section is in most cases taxable income. Amtrak Executives traveling using the standard personal pass benefits do not pay taxes on the value of the trip.

<table>
<thead>
<tr>
<th>Travel type</th>
<th>Personal pass benefits (not taxable)</th>
<th>Extended benefits (value of trip may be taxable income)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unreserved coach</td>
<td>Flash pass, or book a seat at no charge</td>
<td>Same as Personal pass benefits (not taxable)</td>
</tr>
<tr>
<td>Reserved coach</td>
<td>Flash pass (if train allows), or book a seat under the red/white/blue policy</td>
<td>Book at no charge under red/white/blue; value of travel may be taxable</td>
</tr>
<tr>
<td>Business class (non-Acela Express)</td>
<td>Book within one hour at no charge</td>
<td>Book anytime, no charge; value of travel is taxable</td>
</tr>
<tr>
<td>Business class (Acela Express)</td>
<td>Book and pay within one hour; restrictions for weekday departures</td>
<td>Book anytime, no charge; value of travel is taxable</td>
</tr>
<tr>
<td>First class (Acela Express)</td>
<td>Book and pay within one hour; restrictions for weekday departures</td>
<td>Book anytime, no charge; value of travel is taxable</td>
</tr>
<tr>
<td>Sleeping accommodations</td>
<td>Book and pay under the red/white/blue policy</td>
<td>Book anytime, no charge; value of travel is taxable</td>
</tr>
<tr>
<td>Auto Train</td>
<td>Book and pay under the red/white/blue policy; service fee applies</td>
<td>Book anytime, no charge; value of travel is taxable</td>
</tr>
<tr>
<td>Thruway Services (3000-6999 number range)</td>
<td>Book and pay under the red/white/blue policy</td>
<td>Book anytime, no charge; value of travel may be taxable</td>
</tr>
<tr>
<td>Thruway Services (7000-8999 number range)</td>
<td>Book at regular fares</td>
<td>Extended privileges not permitted</td>
</tr>
<tr>
<td>Canadian portion of any train jointly operated with VIA Rail Canada</td>
<td>Book at regular fares</td>
<td>Extended privileges not permitted</td>
</tr>
</tbody>
</table>

9.4 **Lounge Access**

All holders of Executive Business Passes have unlimited access to **ClubAcela**, Metropolitan Lounges, and first class waiting areas, with or without a qualifying ticket. Show the Executive Business pass card for entry.

9.5 **Flash Passing**

- Amtrak Executives (active and retired), their spouses and dependents may flash pass on eligible trains for reserved or unreserved coach travel with their employee ID/Smart ID cards.
- Travel at privilege levels above that of a personal pass, or in accommodation other than unreserved or reserved coach on trains eligible for flash passing,, requires a reservation and a ticket.
9.6 For Complete Details

For complete details, see the Amtrak Employee Executive Business Pass Procedures chapter on the Intranet for details, as noted in the References section at the end of this document.

10.0 AMTRAK BOARD OF DIRECTORS

10.1 Official Policy

Members of the Amtrak Board of Directors do not have personal passes because they are not employees, but have extended pass privileges as defined in this section.

10.2 Details

<table>
<thead>
<tr>
<th>Condition</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who receives this pass</td>
<td>Members of the Amtrak Board of Directors</td>
</tr>
<tr>
<td>Who is included</td>
<td></td>
</tr>
<tr>
<td>Current board members</td>
<td>Board member, spouse/domestic partner, and dependents. (Dependents are subject to the same age/student status limits as dependents of Amtrak employee pass riders.)</td>
</tr>
<tr>
<td>Former board members</td>
<td>Board member and spouse/domestic partner only. Dependents do not have pass privileges.</td>
</tr>
<tr>
<td>Surviving spouse/domestic partner eligibility</td>
<td>Yes.</td>
</tr>
<tr>
<td>Tax implication</td>
<td></td>
</tr>
<tr>
<td>Current</td>
<td>The value of travel by the member for Amtrak business, including travel to and from board meetings, is not taxable income. The value of personal (non-Amtrak business) travel by the member, and all travel by the spouse/domestic partner and dependents, is taxable income and will be reported to the IRS at the end of the year.</td>
</tr>
<tr>
<td>Former</td>
<td>The value of all travel is taxable income and will be reported to the IRS at the end of the year.</td>
</tr>
<tr>
<td>Validity period of pass</td>
<td>Three years.</td>
</tr>
<tr>
<td>How to obtain pass</td>
<td>Handled by Amtrak Board Liaison Office.</td>
</tr>
<tr>
<td>Separate card issued</td>
<td>Yes</td>
</tr>
</tbody>
</table>

10.3 Lounge Access

All holders of Amtrak Board of Directors special passes have unlimited access to ClubAcela, Metropolitan Lounges, and first class waiting areas, with or without a qualifying ticket. Show the Board of Directors pass card for entry.
10.4 Travel Privileges

Current or former members of the Amtrak Board of Directors, and spouses/domestic partners with Amtrak Board of Directors pass privileges, may book the following space at no charge, without restriction and at any time before travel:

- Unreserved coach
- Reserved coach
- Business class (non-Acela Express)
- Business class (Acela Express)
- First class (Acela Express)
- Sleeping car (all room types)
- Auto Train
- Thruway services in the 3000-6999 number range

The following space may be booked at regular fares:

- Any space on the Canadian portion of any train jointly operated with VIA Rail Canada, currently only the Maple Leaf to and from Toronto
- Thruway services in the 7000-8999 number range

10.5 Flash Passing

Current or former members of the Amtrak Board of Directors may not flash pass. A reservation and a ticket are always required.

10.6 For Complete Details

For complete details, see the *Amtrak Board of Directors Pass Procedures* chapter on the Intranet for details, as noted in the References section at the end of this document.

11.0 FREIGHT RAILROAD EMPLOYEE PASSES

11.1 Introduction

Freight railroad employees who were hired on or before April 30, 1971, one day before Amtrak began operations, and who had pass privileges on that date, have pass privileges protected by the Public Law (91-518) that created Amtrak in October 1970. The privileges they had on April 30, 1971 are the privileges they have now.

Many of these employees travel free on their home roads. Off of their home roads, these employees may travel at a reduced rate calculated from the highest level rail fare. Others travel at half fare system-wide. The home road is the railroad for which they were working on April 30, 1971, and is unaffected by subsequent mergers and takeovers. Employee, spouse and dependent benefits vary, depending on how long the employee was working for the railroad as of April 30, 1971.
Freight railroad retirees retain pass privileges provided they retired directly from railroad employment and had pass privileges at the time of retirement.

A surviving spouse of a freight railroad employee is eligible for a survivor’s pass if the spouse had pass privileges at the time of the employee’s death, and the employee had a hire date of April 30, 1952, or earlier.

Employees who were hired by their freight railroads on or after May 1, 1971 are not entitled to rail travel privileges.

11.2 Shipments of Remains by Amtrak Express

Freight railroad pass holders do not have this privilege. They may use Amtrak Express services by paying the established charges.

11.3 Home Railroad Certifies Pass Privileges

All applications for new passes or changes to passes are made through and are approved by the freight railroad employee’s home railroad, not through Amtrak.

Freight railroad pass riders may contact the Amtrak pass bureau in order to:
- ask for a replacement pass card to be sent, or
- obtain information about what pass privileges he or she has.

11.4 Flash Passing

Freight railroad pass riders may not flash pass. A reservation and a ticket are always required.

11.5 For Complete Details

For complete details, see the Freight Railroad Employees Pass Procedures chapter on the Intranet for details, as noted in the References section at the end of this document.

12.0 PASS POLICY VIOLATIONS - PASS ABUSE

12.1 Policy

Pass abuse is a serious matter. Employees who knowingly travel for free or on fares to which they are not entitled, who provide pass travel to persons who are not entitled to such travel, or in any other way violate Amtrak’s pass policy are committing theft of service. Pass policy violations that include violation of the Amtrak Standards of Excellence may result in loss of pass privileges, termination of employment and/or prosecution.
12.2 Definitions

“Pass abuse” includes the following violations of Amtrak pass policy:

- Reserving or ticketing pass travel in violation of time limit or other restrictions;
- Flash passing on trains or in services that do not permit flash passing, such as in business class or on Acela Express trains;
- Pricing pass travel at a fare to which the pass holder, spouse, domestic partner or dependent is not entitled;
- Manipulating the reservation system to obtain space or a fare that is otherwise unavailable;
- Obtaining pass travel for a person who is not entitled to pass travel privileges;
- Failure to report a lost or stolen pass, or tickets obtained with the pass;
- Using business pass privileges to commute to and from work;
- Any other violation of pass policy as it is defined in this or other chapters, or in any other Amtrak policy statement; or
- Any violation of the Amtrak Standards of Excellence associated with pass policy or conduct on trains, in stations, or elsewhere on Amtrak property.

12.3 Amtrak Rights

Amtrak reserves the right to:

- investigate all reports of pass abuse,
- revoke pass privileges for any pass holder who commits pass abuse,
- recover from the pass holder the value of the ticket had it been priced at the applicable revenue fare,
- charge back a ticket or other agent who knowingly or negligently issues a ticket to a pass holder at the wrong fare, and
- forward cases of egregious abuse for additional investigation.

12.4 Employee Responsibility

The pass holder is responsible for his or her own personal conduct and for that of the spouse, domestic partner, and/or dependents, whether or not the pass holder is traveling with that person.

12.5 Reporting and Investigating Pass Abuse

Any employee may report pass abuse, including but not limited to ticket agents, station supervisors, on-board service employees, and train operating employees.

Follow these steps.

1. To report pass abuse, use NRPC 1502, Pass Abuse Incident Report. This form is available at ticket offices and crew bases, or may be printed from the Amtrak Intranet (Library/Forms).
2. If the pass rider has a Rail Travel Privilege Card, confiscate it and submit it with NRPC 1502. DO NOT CONFISCATE AN ACTIVE EMPLOYEE “SMART ID” CARD.

3. Submit NRPC 1502 to the Amtrak Pass Bureau (along with the Rail Travel Privilege Card, if applicable) within 24 hours of the incident.

4. Refer to the *Contact Information* section at the end of this document for Amtrak Pass Bureau address and contact information:

12.6 Penalties

If the pass holder is found to have committed pass abuse:

- The pass privileges of the person who committed the offense may be revoked.
- If the employee’s or retiree’s pass privileges are revoked, the pass privileges of all others in the pass file are automatically revoked also.
- Restitution of any fare that should have been paid will be required.
- The employee’s supervisor may take additional disciplinary measures depending on the nature of the offense, particularly if theft of services is determined.
- For complete details, see the Pass Policy Violations-Pass Abuse chapter on the Intranet, as noted in the *References* section at the end of this document.

12.7 Other Violations

For active duty employees, pass privileges depend on employment status. If an employee is found guilty of any other violation that results in suspension or termination, pass privileges will be revoked due to that suspension or termination.

12.8 Business Pass Privileges

If an employee has business pass privileges and the personal pass was revoked, the business pass will also be revoked. If the employee is still working, he or she will have to obtain a travel voucher for any necessary business travel.

13.0 TRAVEL VOUCHERS

13.1 Introduction

Employees, contractors and others who do not have business pass privileges but who need to travel for Amtrak business purposes, or employees who require travel privileges beyond what is normally covered by their passes, do so using vouchers.

The voucher is a document obtained through eTrax that authorizes non-revenue travel, and is good for travel between the cities, on the dates, and in the type of accommodation preprinted on it.
13.2 Types of Vouchers

13.2.1 Personal Travel Voucher

- Issued for personal pass travel by newly-hired Amtrak employees, new spouses, recently bereaved spouses, etc. who are eligible for travel but not currently active in an Arrow pass file.
- Good for one ticketing transaction only.
- Good only for the persons named on the voucher.

13.2.2 Business Travel Voucher: Single Use

- Issued for business pass travel by employees who do not have business pass privileges on their personal passes, and by non-Amtrak employees such as contractors, interns, etc.
- Good for one ticketing transaction only.
- Good only for the persons named on the voucher.

13.2.3 Business Travel Voucher: Multiple Use

- Issued for business pass travel, as above, when a number of trips within a period of time are required.
- Contains the word “MULTIPLE” at the top of the voucher.
- Only one name may be on the multiple trip voucher.
- Good only for the person named on the multiple trip voucher.
- Good for unlimited ticketing transactions between the city pair or within the area specified, to the expiration date shown on the voucher.
- Valid for a time period as specified in the Travel Voucher chapter on the Intranet.
- Retained by the user until the final day of validity.

13.3 Voucher Information May Not be Altered After Printing

All information such as the passenger name, city pair, validity period, the type of accommodation allowed (in particular Acela Express travel, but also including other endorsements such as good through a bedroom), etc., must be preprinted on the voucher. This information comes from the voucher application system and ensures that the person approving the voucher has approved the information on it. Handwritten changes or additions, such as an indication that Acela Express travel is permitted when the preprinted information on the voucher indicates it is not, are not allowed, are not valid, and will not be honored. Create a new voucher if this information needs to change.

13.4 For Complete Details

For complete details, see the Travel Vouchers chapter on the Intranet, as noted in the References section at the end of this document.
14.0 REDUCED RATE FOREIGN RAILWAY TRAVEL

14.1 Foreign Railroads in the Program

Amtrak has reciprocal agreements with a number of passenger railways in other countries. Under these agreements, employees of Amtrak and of the various foreign passenger railways have reduced fare privileges on each other’s services.

14.2 Flash Passing

Foreign railway employees may not flash pass. A reservation and a ticket are always required.

14.3 For Complete Details

For complete details, see the Foreign Railway Reduced Rate Travel chapter on the Intranet, as noted in the References section at the end of this document.

15.0 SERVICE AWARD TRIPS

15.1 Introduction

Amtrak employees (both agreement and management) with at least ten years of service may take one service award trip every five years anywhere on the Amtrak system. Advance reservations are required.

The service award trip program is part of the Employee Recognition Program, found on the Amtrak Intranet in APIM chapter 7.28.

15.2 Conditions

The employee must have at least ten years of Amtrak service, and may take one service award trip on the tenth anniversary, and every fifth year thereafter (10th, 15th, 20th, 25th, etc.).

The reservation may be booked as early as 30 days prior to the anniversary date. Travel itself must take place on or after the anniversary date, and the last day of travel must be no later than one year after the anniversary date. Any trip not taken within these time limits is forfeited and the employee must wait until the next eligible anniversary date. There is no cash or other substitution for any trip not taken.

A trip may not be taken when the employee is in a leave of absence status.

A trip may not be taken after an employee leaves Amtrak employment, even if the trip would otherwise be within time limits, and even if the trip was booked and ticketed before leaving Amtrak employment. The employee must be in active status during the entire time the trip is taken.
Exception: If an employee is retiring directly from Amtrak employment, the service award trip may be taken after retirement. The employee must otherwise be eligible for the trip, and all travel must be completed within six months of the retirement date or one year after the qualifying anniversary date, whichever is earlier.

Any service may be booked except Thruway services in the 7000-8000 series (which includes the Niagara Falls-Toronto portion of the Maple Leaf train). Those services must be booked and paid for separately.

The employee (who must be one of the travelers) may bring any or all persons listed in his or her pass file. If the employee has no spouse or domestic partner in the pass file, or chooses not to bring that person, then the employee may bring a companion (along with any dependents that are in his or her pass file).

The ticket is issued at no initial cost to the employee; however, the value of the trip is taxable income because:

- The trip is reserved outside of the red/white/blue personal pass policy; and
- Persons not otherwise eligible for pass privileges may, in certain situations, also travel with the employee.

See the Service Award Trips chapter on the Intranet for details on how this taxable income is reported.

15.3 For Complete Details

For complete details, see the Service Award Trips chapter on the Intranet, as noted in the References section at the end of this document.

16.0 CONTACT INFORMATION

16.1 Pass Bureau

Amtrak Pass Bureau
60 Massachusetts Ave NE
Washington, DC  20002-4285
Email: passbureau@amtrak.com
Phone: 202-906-3745 | ATS 777-3745
Fax: 202-906-3192 | ATS 777-3192

16.2 Amtrak Benefits

Amtrak Benefits
www.amtrakbenefits.com
800-481-4887
17.0 REFERENCES

For specific information, which may change from time to time, see the procedural bulletins noted below, found on the Amtrak Intranet under Library > Policies > Employee Pass, Voucher and Service Award Trip Policies. When, in this document, a pass procedure chapter is indicated, it means the chapters listed below, and any other chapters that may from time to time be published in the above section.

- Amtrak Employee Personal Pass Procedures
- Amtrak Employee Business Pass Procedures
- Amtrak Employee Executive Business Pass Procedures
- Amtrak Board of Directors Pass Procedures
- Freight Railroad Employee Pass Procedures
- Travel Vouchers
- Foreign Railway Reduced Rate Travel
- Service Award Trips
- Pass Policy Violations – Pass Abuse