



Employee Travel Profile Enrollment

	Please Mark:
	NEW HIRE
	CHANGE/ADD INFO

It is very important that all the proper documentation and/or paperwork be provided at the time you submit this form. Write n/a in any sections not applicable. Fax to 808.445.9075 **along with required forms** when completed or email to stafftravel@flytradewind.com.

Employee Name		Base	
Tradewind ID #	Date of Hire		Gender
Position		Date of Birth	
Tradewind E-mail:		Phone #	

Spouse/Dom Partner or Registered Guest

Please only enroll your spouse for benefits if you are legally married and can provide documentation. Legal marriage is recognized by IATA based on your home of RESIDENCE. If you do not have a spouse, you may select a Registered Guest who may fly with or without you. You may change your registered guest once a year and with a 90 day waiting period after removal of a previous spouse or reg guest.

Please submit a copy of your Marriage Certificate (this is the only documentation that will be accepted) for Spouse. Domestic Partner requires Affidavit to be notarized prior to pass travel benefits being extended to your DP. For Registered Guest, please submit a copy of their government issued ID (passport or drivers license).

Spouse/Domestic Partner (circle one)		Date of Birth	
* ~ * ~ * ~ * ~ * ~ * OR * ~ * ~ * ~ * ~ * ~ *			
Registered Guest		Date of Birth	Gender

Parents~ Only two parents are eligible for privileges in each calendar year. Biological, adoptive and step parents are eligible. **NO IN-LAWS ARE ELIGIBLE.** A stepparent is eligible if the natural parent is still living and still married to the stepparent. Only one of each gender will be eligible.

Please provide the following supportive documentation for parents.

- *Biological - Your birth certificate with parents names on it.
- *Adoption - Legal adoption paperwork.
- *Step-parent- Marriage certificate showing the marriage to your biological/adoptive parent.

Father or Stepfather		Date of Birth	
Mother or Stepmother		Date of Birth	

(You may change eligible parents once a year during the month of January ONLY.)

Children~ Eligible children are only those you support, who meet the requirements listed below. All children must be legal dependents, and no older than 23 years of age. Dependent children are required to be claimed on the employees' income tax return and must be unmarried.

Please provide the following supportive documentation for eligible children.

- *Children under the age of 19 - His/her Birth Certificate.
- *Children/Dependents (19-23 yrs of age & must be enrolled full time students) -His/her Birth Certificate plus full time school schedule (schedule must be turned in annually).
- *Stepchildren- His/her Birth Certificate showing their relation to your spouse.
- *Adopted Children- Legal adoption paperwork issued by the court.

Children/Stepchildren	Date of Birth	Gender	FULL time College Student?

I declare the above information to be true.

I fully understand that any employee or eligible dependent who attempts to or does obtain free or reduced rate transportation, not lawfully in accordance with company policy will result in being subject to disciplinary action up to and including termination of MY employment. I understand that travel booked via myDtravel is for LEISURE travel ONLY.

Employee Signature _____ Date _____