



# Employee Travel Profile Enrollment Instructions

It is important that you follow all the instructions on the Enrollment form and submit the pertinent information or it may delay processing of your flight privileges. Any changes or updates to your Employee Travel Profile will require a new form with an original signature.

## **Section 1: Your Information**

Please write in your FULL LEGAL name as it appears on **your government ID** and provide all the accompanying information, including your base (or location), your Tradewind employee ID #, date of hire, position, date of birth, Tradewind email address, and a phone number. This information is placed into the myIDtravel database, so it is imperative we provide accurate information. You *\*must\** now use your Tradewind e-mail address for myIDtravel.

## **Section 2: Your Spouse OR registered guest**

You may select to list your LEGAL SPOUSE or a REGISTERED GUEST that may utilize your flight privileges, please ensure you provide us with a required marriage certificate. **Names must match their valid government issued id.** Legal spouse is defined as your spouse based on where you live (receive your paycheck / stub), not necessarily the laws of where you work. If you are married, you do not necessarily need to list your spouse. If you chose to not list a spouse or are not legally married, you may list a registered guest. Registered guest travel is not guaranteed or promised on all of our ZED partner airlines. You can only change a spouse or registered guest ONCE a year, and after a 90 day waiting period once you submit a letter asking Tradewind to remove the spouse or registered guest. You can NOT list both a spouse AND a registered guest.

## **Section 3: Your Parents**

You may also offer your flight privileges to your parents, please ensure you provide us with all the required information – including a copy of your birth certificate and/or adoption paperwork linking your parents to you. **Names must match their valid government issued id.** In the event your parents are divorced, you can only select ONE SET of parents to fly (for example – father & stepmom may be listed, but you can not offer benefits to your mother & stepfather). You may, however, change parents once a year after a 90 day removal/suspension with a letter to Employee travel. In-laws are not eligible for flight privileges. If you are listing a step-parent, we will need a copy of YOUR birth certificate listing your natural parents, and then the marriage certificate between one of your natural parents and the step parent.

## **Section 4: Your Children**

You may list any biological children up to the age of 19 on your flight privileges, please submit birth certificates of children clearly showing your name as a parent, or transcripts as required on the ETP. **Names must match their valid government issued id.** If you have children between the ages of 19 and 23, they may ONLY have flight privileges if they are enrolled FULL TIME in a college (we must see their transcripts every semester). If you have stepchildren, you may list only those that live under your roof. Children will be removed at the age of 19 without proof of continuing education and also at the age of 23.

It may take up to one week for Employee Travel to review your enrollment and advise of any missing documentation. You will receive only an email advising your profile has been built and submitted to myIDtravel. Your flight privileges will commence based on your date of hire at Tradewind Aviation.

Employee Travel will offer training on myIDtravel.com bookings and Do's and Don'ts of Non-rev travel. Keep an eye on your company email and on mivuelo.net/TJ.