



## OFFICE OF FINANCE & ADMINISTRATION

### American Airlines Rewards Program: How to Book Travel

FIU travelers using American Airlines as their carrier should register for the American Airlines Advantage Business program. FIU will continue to have the ability to earn AAdvantage miles that can be redeemed for research travel, rewards and beyond, while those traveling for business can accelerate their path to AAdvantage status by earning more Loyalty Points.

#### Steps to Register:

- Log in to via this link <http://alturl.com/uqeyi> and register for the American Airlines Business Program.
- You will need to be already be an AAdvantage member to register as it links your personal and business profiles, allowing you to manage both with ease in one place. If you are not already an AAdvantage member, please log on to the American Airlines (aa.com) website and register there first; and afterwards log in to register into the Business Program.
- Registering for AA Business allows both your personal and business accounts to be reflected in your AAdvantage account.
- If you are booking your business travel with FIU's Preferred Travel Agency (Uniglobe), the American Airlines app, or aa.com website, no additional steps are necessary, except for you to choose "**Business Travel**" versus Personal Travel.
- To book with FIU's Preferred Travel Agency, Uniglobe, visit <https://controller.fiu.edu/departments/procurement/procure/shopping-guide/uniglobe/>.
- When booking on or using a third party website such Travelocity, Expedia, please refer to the notes below\*.

#### Notes\* For Booking Travel:

- Choose 'Business' from the 'Travel type' dropdown menu when booking on your own. This is a key step for the program.
- Search and choose flights as with any other trip.
- If you are using Uniglobe or any American Airline website, no additional steps are necessary except to choose "Business Travel", and your AA Business Account will link with your flight.

- \*If you are using a third party website (ie, Travelocity, Expedia, etc), there is an additional step for you to contact Meeting Services at 1-877-229-8278. Please provide them the Record Locator or Confirmation Code to access your flight record. Then provide the FIU Advantage number (EF195A2) to link the business spend to the FIU account.
- Meeting Services will also assist you in adding a previously booked flight to your AA Business Account as long as travel has not yet taken place.

Please contact Office of Business Services at [bussvc@fiu.edu](mailto:bussvc@fiu.edu) or call 305-348-2187 should you have any questions..