

Ticket Privileges for TG Employee's Travel Partner

The Executive Management has approved the amendments of ticket privileges for TG employee's travel partner to be in effect from 15 May 2011 onward. The conditions and procedures of ticket privileges for TG employee's travel partner are as follows:

1. Employee eligible for TG employee's travel partner ticket privileges must have passed the probationary period, be single or widowed, and must be an active staff as of the date of ticket request. However, retired and former TG employees are not eligible.
2. Employee is permitted one travel partner per fiscal year with at least 18 years of age as of the registration date. Registration of travel partner can be made on 1 October of every year and cannot be changed during the fiscal year (1 October – 30 September).
 - 2.1 Bangkok staff can register at Human Resources Service & Support Department - ID Ticket Office (BKKIE) at Head Office or Airport Operation Center (OPC).
 - 2.2 Local staff at upcountry stations can register at their station.
 - 2.3 For staff at URT, USM, UTH, PYX and UTP, head of each function will collect and forward all applications to Human Resources Service & Support Department - ID Ticket Office (BKKIE) at Head Office for registration.
 - 2.4 Local staff at foreign stations can register at their station.
 - 2.5 Required documents:
 - For travel partner who is a Thai citizen, a copy of the official identification card is required.
 - For non-Thai citizens, a copy of the passport is required.
3. Ticket allotments per fiscal year are as follows:
 - 3.1 Four one-way or two round-trip tickets on domestic Thailand routes and
Four one-way or two round-trip tickets on international routes.
 - 3.2 In case the travel partner has not used tickets on international routes, he/she can exchange them for those on domestic Thailand routes. However, the tickets on Thailand domestic routes cannot be exchanged for those on international routes.
 - 3.3 Annual ticket allotments cannot be carried over the following fiscal year.
4. Employee can bring only one travel partner on a trip. Travel partner is not eligible for upgrades per the employee's entitlement.

5. Employee and his/her travel partner must stay at the same destination. Employee shall accompany his/her travel partner on all sectors of the trip; if not, one can depart and/or return within 7 days before/after the other. Employee on service journey is allowed to bring his/her travel partner, yet the accompaniment shall not reduce the employee's work efficiency.
6. Tickets granted to travel partner are ZED confirmed Economy class (R1) and ZED standby Economy class (R2) based on fares as set by the Company. Employee and his/her travel partner can use different types of tickets. Types of tickets will determine boarding priority.
7. Employee shall issue his/her ticket before travel partner's ticket because the employee's ticket number must be typed in travel partner's ticket.
8. In case of service journey,
 - 8.1 when issuing ticket for travel partner, employee must show his/her Travel Order (T/O) or schedule specifying departure/arrival date to Ticket Office.
 - 8.2 when changing schedule, employee shall provide itinerary to BKKIE – ID Ticket Office, to amend reservation.
 - 8.3 when the schedule is cancelled, employee must inform BKKIE and refund travel partner's ticket as it cannot be used.
9. The Company reserves the right to cancel, revoke or suspend ticket privileges for employee's travel partner if the tickets are used for any commercial purposes and/or for the benefits of other persons. The Company will verify the application of travel partner's ticket. If it is found that the employee does not comply with the Company's rules and regulations, he/she will be subject to severe disciplinary action and suspension of ticket privileges for travel partner.