



UNITED STATES
DEPARTMENT OF TRANSPORTATION

PART 241, SECTION 19-8 PASSENGER ORIGIN- DESTINATION SURVEY

INSTRUCTIONS TO AIR CARRIERS FOR COLLECTING AND
REPORTING PASSENGER ORIGIN-DESTINATION SURVEY
DATA

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Overview

These 14 C.F.R. Part 241, Section 19-8 Origin and Destination Survey (O&D) data collection and reporting instructions are effective on and after xx/xx/xxxx and apply to all trips begun on or after xx/xx/xxxx (Dates to be filled in once Final Rule is released and coordination with all Reporting Carriers and the Department is established).

Period of covered data: Data submissions are required for each calendar month of the year.

Data Due Dates: Data are due no later than 45 days following the end of the reporting month.

O&D Reporting Carriers

Reporting Carriers

As defined in Section 19-8 of the Department's Economic Regulations (14 CFR Part 241), the O&D Survey collects data on revenue passenger trips moving in whole or in part on domestic and/or international scheduled Air Carrier services. The participants, known as Reporting Carriers, shall include all Certificated Air Carriers and Commuter Air Carriers conducting scheduled passenger service (except helicopter carriers). The Department will provide a validated Reporting Carrier list applicable to each reporting period to all participants.

Selection of Sample

The O&D collects a 40% sample of passenger tickets sold. Reporting Carriers using a standard ticket document numbering system will report information on tickets with the right-most digit equal to "0" (zero), "2" (two), "7" (seven) or "9" (nine). Any Reporting Carrier that does not assign a ticket number must develop an alternative method of creating a valid 40% sampling of data from tickets they collect. The alternative method must be approved by the Department of Transportation, Bureau of Transportation Statistics, Director of Office of Airline Information, 90 days after the release of the *Final Rule*.

Group Tickets

If group tickets are recognized by a Reporting Carrier's revenue accounting system, they should be included based on the 40-percent sampling methodology when the number of passengers on the group ticket is 10 or less. Group tickets having more than 10 passengers are included based on a 100 percent census; i.e., all such tickets are sampled, regardless of serial number, and the total data listed are conformed to a 40 percent sample for inclusion in the O&D Survey. For all group tickets, the total dollar value to be recorded shall be the average amount per passenger, determined by dividing the total dollar value for the entire group by the number of passengers on the group ticket, dropping cents in the average amount.

Data Reporting Determination

A Reporting Event evaluation occurs when a Reporting Carrier's revenue accounting system recognizes that a ticket has been flown, flown lift usage¹. This evaluation will inform the Reporting Carrier if a ticket in their system has been recognized to meet the criteria that will require the ticket be reported. All tickets recognized by a Reporting Carrier's revenue accounting system that meet the reporting criteria, regardless of market size, carrier size, or size of aircraft the carrier operates, are to be reported.

Situations may occur where the Reporting Carrier's revenue accounting system identifies a ticket from a flight that occurs after the first flight in the ticket sequence. This may occur when the first flight in the ticket sequence is not used for travel, or the Reporting Carrier's revenue accounting system does not recognize the first flight in the ticket for some other reason. When this occurs, the second (or subsequent) flight being recognized by the revenue accounting system becomes the Reporting Event. The Reporting Carrier is responsible for reporting the complete ticket information as it appears at the time of the Reporting Event.

Category One/Two Tickets

A ticket will be reported when 1) the criteria of the sampling process are met, and, 2) the ticket is either a Category One or Category Two ticket.

Category One Tickets

Tickets issued by a Reporting Carrier are known as Category One tickets. These tickets will be reported by the Reporting Carrier if the Reporting Carrier issued the ticket and if the sampling process criteria conditions are satisfied. The carrier that issues the ticket remains the Reporting Carrier regardless of which flight from the ticket is first recognized by the revenue accounting system as the first flight flown.

Category Two Tickets

Tickets issued by carriers that do not appear on the published Reporting Carrier List, but are recognized by a carrier on the Reporting Carrier List, are known as Category Two tickets. In this case, the examining carrier must apply the "First Reporting Carrier" rule:

First Reporting Carrier Rule

The first Reporting Carrier in a ticket's sequence of travel is the Reporting Carrier responsible for submitting the ticket if the sampling process criteria are also met. The First Reporting Carrier in the sequence of a Category Two ticket remains the Reporting Carrier irrespective of which flight from the ticket is first recognized by the revenue accounting system. For the purposes of the First Reporting Carrier Rule, any carrier that appears on the Reporting Carrier List is considered a Reporting Carrier.

Examples of Category One and Category Two Tickets appear in Appendix A.

¹ Flown lift usage is a record in the accounting system of the issuing carrier that represents a passenger ticket coupon that has been used by the passenger for passage on a flight.

Amendments to the Reporting Carriers List

DOT will maintain and provide an approved and validated list of Reporting Carriers. The list will be used by carriers to determine if they are to submit Category 1 or Category 2 tickets to the O&D Survey. This list will include Reporting Carriers and other Air Carriers designated by the Department, such as Foreign Air Carriers granted Antitrust Immunity under 49 U.S.C. 41708 and 41709. Carriers will not be added to the Reporting Carrier list automatically, but will be added as soon as administratively possible. Reporting Carriers will be notified of changes to the list at least one month in advance of the reporting period in which the new carrier must be recognized.

Data Reporting Recording

Recording of Data

The recording of data consists of taking a snapshot of the information exactly as indicated on the ticket at the time the Reporting Event evaluation occurs to determine if a ticket should be reported. The detail recorded for each ticket will show the elements below:

Data Elements for Each Submitted Report

- a) **Reporting Carrier** –The carrier that is submitting the data to the Department.
- b) **Reporting Year** – The year applicable to the data reported to the Department.
- c) **Reporting Month** – The month applicable to the data reported to the Department.

Data Elements for Each Submitted Ticket

The following data elements are to be reported with each collected ticket:

- d) **Record Identification Number** – A unique record identifier included with each ticket record submitted by the Reporting Carrier.
- e) **Issuing Carrier** – the IATA/DOT code of the carrier that issued the ticket.
- f) **Total Amount** – the gross total of funds collected on a ticket by the Issuing Carrier for the transportation of a passenger, inclusive of all mandatory carrier-imposed charges and all taxes and fees imposed by non-carrier entities or air carriers, and exclusive of fees for ancillary services not required to board the plane charged by the air carrier. Record the value in US dollars rounded to two decimal places. The Reporting Carrier should use the same approach to currency conversion for O&D reporting purposes that is generally accepted within the industry.
- g) **Tax Amount** – the portion of the Total Amount that is imposed by and remitted to a non-air carrier entity, such as a government or airport. This includes fees assessed by privately-operated airports and government-imposed taxes or fees, such as sales tax, Passenger Facility Charges (PFC), or the September 11 Transportation Security Administration fee. Taxes are to be reported as a lump sum and not an itemization of individual taxes. Carriers should ensure that they properly classify those per ticket fees imposed by a non-air carrier entity and do not include

carrier-imposed fees that may be labeled in such a way as to appear as a non-air carrier entity fee (e.g., fuel surcharges.) Record taxes paid in US dollars rounded to two decimal places. The Reporting Carrier should use the same approach to currency conversion as is generally accepted within the industry.

- h) **Exchanged Ticket Indicator** – An indicator that identifies when one or more Coupons of a previously issued Ticket serve as at least one form of payment for the Ticket. Enter a “1” in the Exchanged Ticket Indicator when the Ticket was issued with full or partial payment of an exchanged Coupon. Enter “0” in the Exchanged Ticket Indicator when the Ticket was issued with payment that does not include an exchanged Coupon.

Data Elements for Each Airport in the Ticket Sequence of Travel

The remaining required ticket elements are related to the complete routing sequence from the first airport to the last airport.

- i) **Airport** – For each airport, enter the IATA/DOT Code(s) listed on a ticket’s sequence of travel. All airports listed in the sequence of travel shall be recorded. Codes to be used are those appearing in the Official Airline Guide at the time the data are being recorded. Airport codes should be recorded as they appear on the ticket unless a code is incorrect. For instance, if a ticket is coded DCA-NYC, Washington/National to New York, when the flight stage operated is from Washington, Dulles (IAD) to Newark (EWR), record the correct airport code’s. When only name spellings of a city appear on the ticket for multi-airport cities (such as Washington, New York, San Francisco, or Los Angeles), record the specific IATA/DOT airport code for the airport used.
- j) **Operating Carrier** – For each Operating Carrier, enter the IATA/DOT carrier code for the air carrier in control of the aircraft that is scheduled to depart the airport. All Operating Carriers listed in the sequence of travel shall be recorded, including air taxis, commuter air carriers, and foreign flag carriers. Codes to be used are those appearing in the Official Airline Guide at the time the data are being recorded. Record ‘—’ (dash dash) for transportation between two points not provided by air services. Non-air travel occurring as the first point or the last point in a travel sequence should not be recorded as part of the travel sequence.
- k) **Marketing Carrier** - For each Marketing Carrier, enter the IATA/DOT carrier code for the air carrier that marketed the seat on the aircraft that is scheduled to depart the airport. All Marketing Carriers listed in the sequence of travel shall be recorded. Codes to be used are those appearing in the Official Airline Guide at the time the data are being recorded. Record ‘—’ (dash dash) for transportation between two points not provided by air services. Non-air travel occurring as the first point or the last point in a travel sequence should not be recorded as part of the travel sequence.
- l) **Via Airport(s)** – Scheduled intermediate point or points that do not appear on a ticket. These are points of scheduled stopover or connection at airports that are part of a “direct” or “through” flight. Via Point airports are always associated with the airport on the ticket that immediately precedes the Via Point Airport(s). If there are multiple consecutive Via Point airports in an itinerary, list each airport separated by a colon “:” in the Via Point element. The

maximum limit is eight consecutive Via Point stops per airport on the ticket. IATA/DOT airport codes are to be used. Diversions are not considered Via Point airports. If there are not any Via Point airports, then provide a null ('blank') for this element.

Example #1

A passenger is traveling from IAD to SFO, via ORD, and both segments have the same flight number. In this example, the ticket may only have a flight-coupon stage issued for IAD-SFO. The intermediate stop over point (the Via Point) is ORD. The Via Point element for IAD, the airport that immediately precedes the stopover at ORD, shall be populated with the Via Point information, in this example ORD. In the case of multiple consecutive Via Points for a flight-coupon stage, list each Via Point in the proper sequence of travel separated by a colon ":" in the Via Point element for the airport that immediately precedes the first Via Point for that flight-coupon stage.

See Appendix C for example itineraries coded in the proper submission format.

- m) **Dwell Time** – The number of hours in one hour increments, elapsed between the passenger's arrival at an Airport on a flight and the passenger's departure on another flight from the same or next Airport in the sequence if there is no flight between the two, i.e. a surface segment. Dwell time is always associated with the Airport from which the passenger is departing. For surface segments between airports in the sequence of travel, calculate the dwell time for a departure airport by subtracting the arrival time at the previous airport in the sequence from the departure time at the departure airport. There will be no dwell time reported for the first airport in the sequence of travel or for Via Point(s). All dwell times should be rounded up to the nearest whole hour. If the number of hours is greater than 24, such as the arrival at the intended destination of travel, use a value of "99".

Example #1

Passenger arrives at an airport in the ticket sequence of travel by air, Airport #2, and departs from Airport #2 by air. The Dwell time recorded for Airport #2 should be the difference between the departure time at Airport #2 and the arrival time at Airport #2 rounded to the nearest one hour increment. The Marketing and Operating Carriers for Airport #2 would be recorded as they appear on the ticket for the departure from Airport #2.

Example #2

Passenger arrives at an airport in the ticket sequence of travel by air, Airport #2, and departs from Airport #3 by air. The Dwell time recorded for Airport #3 should be the difference between the departure time at Airport #3 and the arrival time at Airport #2 rounded to the nearest one hour increment. The Marketing and Operating Carriers for Airport #2 would be recorded as dash dash "—" and the dwell time would be set to "-1"

indicating the Airport #2 to Airport #3 stage of travel occurred on something other than scheduled air transportation.

n) **Flight Year** – year for a departure from an airport in the sequence of travel. Format of YYYY.

o) **Flight Month** – month for a departure from an airport in the sequence of travel. Format of MM.

Record Description: Passenger Origin-Destination Survey – Part 241

Following the selection of Reportable Tickets, the individual items are to be recorded in the sequence of occurrence in the ticket as follows:

Data Element	Data Type	Length	Comments
Reporting Carrier	Varchar	3	Carrier that reports the data to DOT
Reporting Year	Integer	4	Reporting year for the data
Reporting Month	Integer	2	Reporting month for the data
Carrier Record Identifier	Varchar	TBD	Unique record identifier for the Reportable Ticket
Issuing Carrier Code	Varchar	3	Carrier code for the carrier that issued the ticket
Total Amount	Numeric	8.2	Value of the ticket in whole USD
Tax Amount	Numeric	8.2	Taxes and non-carrier fees from ticket in whole USD
Exchanged Ticket Indicator	Integer	1	If exchange of ticket occurred, report value of “1”, else “0”
1st Year	Integer	4	Year of departure from airport one in the sequence
1st Month	Integer	2	Month of departure from airport one in the sequence
1st Airport Code	Varchar	3	Airport Code from airport one in the sequence
1st Operating Carrier Code	Varchar	3	Operating Carrier Code from airport one in the sequence
1st Marketing Carrier Code	Varchar	3	Marketing Carrier Code from airport one in the sequence
1st Via Point	Varchar	31	Via Point(s) from airport one in the sequence
Data Element	Data Type		Comments
2nd Year	Integer	4	Year of departure from airport two in the sequence
2nd Month	Integer	2	Month of departure from airport two in the sequence
2nd Airport Code	Varchar	3	Airport Code from airport two in the sequence
2nd Dwell	Integer	2	Time at airport from airport two in the sequence
2nd Operating Carrier Code	Varchar	3	Operating Carrier Code from airport two in the sequence
2nd Marketing Carrier Code	Varchar	3	Marketing Carrier Code from airport two in the sequence
2nd Via Point(s)	Varchar	31	Via Point(s) from airport two in the sequence
3rd Year	Integer	4	Year of departure from airport three in the sequence
3rd Month	Integer	2	Month of departure from airport three in the sequence
3rd Airport Code	Varchar	3	Airport Code from airport three in the sequence
3rd Dwell	Integer	2	Time at airport from airport three in the sequence
3rd Operating Carrier Code	Varchar	3	Operating Carrier Code from airport three in the sequence
3rd Marketing Carrier Code	Varchar	3	Marketing Carrier Code from airport three in the sequence
3rd Via Point(s)	Varchar	31	Via Point(s) from airport three in the sequence
4th Year	Integer	4	Year of departure from airport four in the sequence

4th Month	Integer	2	Month of departure from airport four in the sequence
4th Airport Code	Varchar	3	Airport Code from airport four in the sequence
4th Dwell	Integer	2	Time at airport from airport four in the sequence
Data Element	Data Type		Comments
4th Operating Carrier Code	Varchar	3	Operating Carrier Code from airport four in the sequence
4th Marketing Carrier Code	Varchar	3	Marketing Carrier Code from airport four in the sequence
4 th Via Point(s)	Varchar	31	Via Point(s) from airport four in the sequence
5th Year	Integer	4	Year of departure from airport five in the sequence
5th Month	Integer	2	Month of departure from airport five in the sequence
5th Airport Code	Varchar	3	Airport Code from airport five in the sequence
5th Dwell	Integer	2	Time at airport from airport five in the sequence
5th Operating Carrier Code	Varchar	3	Operating Carrier Code from airport five in the sequence
5th Marketing Carrier Code	Varchar	3	Marketing Carrier Code from airport five in the sequence
5th Via Point(s)	Varchar	31	Via Point(s) from airport five in the sequence
...			
24th or Last Airport Code	Varchar	3	Airport Code from the last airport in the sequence

The maximum number of airports in a ticket sequence of travel is 24. Trips longer than this limit are compressed within the stated maximum. The ticketed origin and destination are retained, but the intermediate routing is compressed by applying the following rules, in sequence:

- (a) Combine any contiguous open, unknown carrier, or surface stages eliminating the connecting point;
- (b) Combine any contiguous stages via the same non-U.S. carrier, eliminating the connecting point;
- (c) Combine any contiguous stages via different non-U.S. carrier, making the carrier "XX", eliminating the connecting point;
- (d) Combine any contiguous stages via the same U.S. carrier, eliminating the connecting point and;
- (e) If the trip, after applying the four steps above, is still too long, record the compressed routing through to the stage length limitation city (twenty-third city), enter "XX" as the final carrier, and then record the ticketed destination as the next (24th) city.

The reported Total Amount for each issued ticket shall be in USD (US Dollars) rounded to two decimal places. USD conversion should use standard currency conversion methodology that is generally accepted within the industry. There is no dwell time element for the first airport in a ticket routing sequence. There is no year and month of departure, dwell time, Operating Carrier, Marketing Carrier, or Via Point(s) recorded for the last airport in the sequence of travel.

Arrival at One Airport/Departing from Different Airport (Ground Transportation)

In cases where a passenger arrives at one airport and departs from a different airport, such as when the passenger arrives at San Francisco (SFO) and departs from Oakland (OAK);

For the arrival airport in the sequence (SFO in this example), enter a surface segment indicator “—” in the place of the Operating Carrier and Marketing Carrier, “-1” for dwell time, and null (‘blank’) for Via Point(s).

For the next airport in the sequence, the departure airport of OAK in this example, record the departure airport code, the Operating Carrier from the departure airport (OAK), the Marketing Carrier from the departure airport (OAK), the dwell time at the departure airport (departure time from OAK minus the arrival time at the prior arrival airport (SFO)), and Via Point(s) as would be the case if the arrival and departure airport were the same. When the surface portion is at the beginning or end of a ticket sequence of travel, the surface portion is to be omitted from the ticket reporting.

See Appendix C for example itineraries coded in the proper submission format.

Re-Issued Tickets

Situations may occur where a passenger ticket is re-issued after the Reporting Event has occurred but not before the ticket is completed. The original ticket submission should not be changed in this circumstance. The re-issued ticket, if eligible for submission, should be submitted based on the information as it appears on the re-issued ticket at the time of the Reporting Event, even if the new total dollar value is net of any credit from the portion of the original ticket that was unused. The newly re-issued ticket should have the Exchanged Ticket Indicator marked as a “1”.

Example #1

A passenger books a round trip ticket from Washington, D.C. to Los Angeles with a connection in Chicago, “DCA:ORD:LAX:ORD:DCA”, for \$400, \$200 each way. The passenger flies the “DCA:ORD:LAX” portion as scheduled. The Issuing Carrier’s revenue accounting system recognizes the DCA:ORD portion of travel and the Reporting Event evaluation determines the ticket should be reported in the O&D. The Issuing Carrier, also the Reporting Carrier, records the full ticket sequence and the Total Amount of \$400. Once at their Los Angeles destination, the passenger decides they will go to Boston from Los Angeles nonstop instead of back to Washington, D.C. The carrier issues the passenger a new ticket for “LAX:BOS”. Although the price of the ticket is \$230 the carrier credits the \$200 return trip from the prior unfinished ticket to the re-issued ticket so the Total Amount on the re-issued ticket is \$30. When the carrier’s revenue accounting system recognizes this ticket and if the Reporting Event evaluation determines this ticket should be reported, the carrier will record the information as it appears on the re-issued ticket but also records this ticket’s Exchanged Ticket Indicator as ‘1’.

Summarization of Recorded Data

Ticket data should not be summarized when reporting. Every ticket should be assigned a Record Identification Number that will uniquely identify each ticket reported.

Record Format

The Origin and Destination Survey reports must be submitted as an electronic “comma separated values” file, using ASCII text character encoding. The data are to be uploaded using the *eSubmit* application.

See Appendix C for example itineraries encoded in the proper submission format.

Transmittal Letter

A letter certifying the reporting year, month, carrier name, carrier address, total number of records submitted, total number of passengers submitted, file name, and name and signature of the Revenue Accounting Department Lead is to be submitted with each data submission. Please see Appendix B for a sample transmittal letter.

Waiver Requests

Carriers requesting permission to depart from these procedures should include a procedural statement describing the process the carrier proposes to employ in examining, selecting and editing the data from Reportable Tickets as well as a flow chart diagramming the proposed procedures.

Quantity and Quality Controls

Carriers are expected to establish and maintain continuous quantity and quality controls on the flow of all Reportable Tickets through their system processes to determine the total number of tickets evaluated and the number of Reportable Tickets selected. Such data controls and tests have not been specified by the Department, and must be developed by each carrier. Each Reporting Carrier shall develop and use on a continuous basis such control tests as are necessary to ensure that all Reportable Tickets are selected, recorded, and reported as intended by these O&D Survey Instructions. Such controls should extend over all processing, both in-house and that from external service bureaus.

Control of Sampling Selection and Data Recording

Sample Accuracy and Reliability

To maximize the accuracy and reliability of the sample selection and data recording, each carrier is to:

- (1) Develop a written statement describing the procedures it will employ in examining and selecting Reportable Tickets and in recording, editing, and testing the Survey data.
- (2) Submit any proposed changes in the above procedures to the Department’s Office of Airline Information prior to implementation of such changes.
- (3) Establish continuous quantity controls on the flow of all tickets through the carrier’s accounting processing to determine the total number of tickets handled and the number of Reportable Tickets. Tests are to be made continuously to assure that all Reportable Tickets are being selected and the data recorded accurately. Such tests should be completed while the ticket

information (representing earned passenger revenues for flights operated) remain in the possession of the carrier.

- (4) Establish such other internal control procedures as are necessary for supervising and monitoring the accuracy of the recording of data from Reportable Tickets.

Staff Review

The Office of Airline Information staff will review the carrier procedures and practices and may request modifications or the use of special procedures necessary to improve the sample selection or to enhance the controls for accuracy and reliability.

Corrections

A ticket shall not be re-reported under the O&D Survey following the Reporting Event except:

- (1) When the volume of corrections on the tickets reported with errors is sufficient to warrant the expense of the corrective measures as determined by the DOT in consultation with the Reporting Carrier or;
- (2) When the cumulative Total Amount of funds on the tickets reported with errors is sufficient to warrant the expense of the corrective measures as determined by the DOT in consultation with the Reporting Carrier.

When the DOT approves the re-reporting of corrected tickets, the Reporting Carrier will coordinate with the DOT to identify the problem records in a way that the DOT can properly prepare for the new data prior to the arrival of the corrected records.

Glossary of Terms:

Commuter Air Carrier

See Title 14 Code of Federal Regulations Section, § 298-Exemptions for Air Taxi and Commuter Air Carrier Operations-Section § 298.2 Definitions.

Connecting point

An intermediate point in a sequence of travel at which the passenger deplanes from one flight and boards another flight, either on the same carrier or from the flight of one carrier to a flight of another carrier, for continuation of the journey.

Coupon Stage

(See Flight-Coupon)

Destination

An airport in the ticket sequence of travel where a passenger deplanes from a flight stage.

Examining carrier

A carrier that examines a ticket to determine if the ticket is to be reported.

Flight-Coupon

A defined origin and destination for a single stage of flight provided by a single Operating Carrier. Tickets are composed of one or more flight stages, also known as coupons or coupon stages.

First Reporting Carrier Rule

Rule applied during the Reporting Event Evaluation. The first Reporting Carrier in the sequence of travel for a Category Two ticket is designated as the carrier responsible for reporting the ticket.

Group Ticket

A single ticket issued to 2 or more passengers.

Issuing Carrier

An air carrier or foreign air carrier that issues an air travel ticket.

Marketing Carrier

Under a code-share arrangement, the air carrier that markets the seat on the aircraft, whether it operates the flight segment or not.

Operating Carrier

The IATA/DOT air carrier code for the carrier that has operational control over the aircraft that is scheduled to depart from an Airport.

Origin

An airport in the ticket sequence of travel where a passenger boards a flight stage.

Reissued ticket

A ticket issued in exchange for all or part of the unused portion of a previously issued ticket.

Reporting Carrier

A U.S. Certificated Air Carrier or Commuter Air Carrier that is listed on the Reporting Carrier List. Carriers on the Reporting Carrier List are responsible for submitting O&D survey data to the Department.

Reporting Event

The occurrence of a Reporting Carrier recognizing that a ticket has been flown and evaluating the ticket to determine if it should be reported to the O&D Survey.

Reportable Ticket

The combination of flown lift usage, sampling process criteria, and the Category One and Category Two ticket evaluation determines if a ticket is reportable.

Revenue Passenger

See Title 14 Code of Federal Regulations Section, § 241 Section 03 - Definitions for Purposes of This System of Accounts and Reports - Passenger, revenue

Routing

The sequence of travel for each flight stage including all intermediate points of routing stopover or connection (interline or intraline) in the movement of the passenger from the first airport in the sequence of travel to the last airport in the sequence of travel for the ticket.

Scheduled Service

Transport service operated on a Certificated Air Carrier or Commuter Air Carrier's routes pursuant to published flight schedules, including extra sections of scheduled flights.

Surface Segment Indicator

For transportation between two points in a travel sequence that are not provided by air services, record '—' (dash dash). Non-air travel occurring as the first point or the last point in a travel sequence should not be recorded as part of the travel sequence.

Ticket

A legal contract between an Issuing Carrier and a Revenue Passenger for transportation.

USD

United States Dollars

Via Point(s)

Any points of stopover or connection at airports as part of a "direct" or "through" flight. These are points that are not usually recorded on a ticket as the passenger does not generally deplane from the aircraft at the intermediate point.

Appendix A: Examples of Category One and Two Tickets

Category One Tickets, Ticket Issued by Reporting Carrier

These tickets will be reported by the carrier that issued the ticket. The Reporting Event will be the first time that the Reporting Carrier is made aware that the ticket has been recognized by their revenue accounting system. This will usually be when the carrier processes the first stage of the ticket in its accounting system.

First Stage Recognition

Stage	Origin	Destination	Used On Carrier
1	DEN	SFO	Issuing Carrier
2	SFO	LAX	
3	LAX	SFO	
4	SFO	DEN	

Second Stage Recognition

Stage	Origin	Destination	Used On Carrier
1	DEN	SFO	
2	SFO	LAX	Issuing Carrier
3	LAX	SFO	
4	SFO	DEN	

The Issuing Carrier, as a Reporting Carrier, will report the ticket as shown in the first example above because the revenue accounting system recognizes that stage one of the ticket has been flown. If stage two of a ticket, the second example, is recognized first, or the first stage does not involve a reporting carrier, then stage two will be the Reporting Event for the ticket.

Reissued Ticket

Stage	Origin	Destination	Used On Carrier
1	LAX	SFO	Issuing Carrier
2	SFO	DEN	
3	DEN	SFO	
4	SFO	LAX	

A Reporting Carrier's revenue accounting system recognizes the first stage of the reportable ticket above (based on sample selection), which is issued by the Reporting Carrier. The Issuing Carrier reports the ticket as indicated above.

Subsequently, stage three and four of the above ticket are reissued by the Reporting Carrier for the below reportable ticket (based on sample selection.) The Reporting Carrier's revenue accounting system recognizes the re-issued ticket and the carrier reports the ticket as shown below with the Exchanged Ticket Indicator set to one "1". The reporting carrier should do nothing to update the previously reported ticket that occurred before the reissue.

Stage	Origin	Destination	Used on Carrier
1	DEN	SEA	
2	SEA	LAX	

Even though the Department no longer exempts small carriers from reporting, carriers that operate exclusively as franchise code share carriers, contract lift, and those that do not issue tickets are not required to report Category One tickets. The carrier that issued the ticket rather than the contract operating carrier will be responsible for reporting the ticket.

Category Two Tickets, Ticket Issued by Non-Reporting Carrier

The second category of tickets will be submitted by a Reporting Carrier when it transports a passenger traveling on a ticket issued by a carrier that does not appear on the Reporting Carrier list. When the Reporting Carrier's revenue accounting system recognizes travel has occurred on a ticket where they appear as the first reporting carrier in the sequence of travel, then that Reporting Carrier must report the ticket. This is the only circumstance in which a Reporting Carrier will have to report a ticket that it did not issue. For example, a Reporting Carrier, a carrier that functions exclusively as a franchise code share carrier, contract lift, and does not issue its own tickets, is still responsible for reporting Category Two tickets if the Issuing Carrier for the ticket is not on the Reporting Carrier List and, for instance, the contract lift carrier is the first Reporting Carrier in the travel sequence.

First Reporting Carrier Rule

Stage	Origin	Destination	Used on Carrier	Party Responsible to Report
1	AUH	IAD	BB*	Issuing Carrier
2	IAD	SFO	AA	Reporting Carrier
3	SFO	IAD	AA	
4	IAD	AUH	BB	

*Assumes issuing carrier BB is a not a Reporting Carrier and issuing carrier AA is a Reporting Carrier

In the above example, the Reporting Carrier that recognized the ticket usage is required to report the above ticket as the ticket was (1) issued by a Non-Reporting Carrier, and (2) there are no stages prior to the Reporting Carrier carriers stage that involve a different Reporting Carrier.

Appendix B: Carrier Transmittal Letter

The format of the transmittal letter is to contain the following information and submitted each month.

- Carrier Name
- Carrier Address
- Year of Submitted Data
- Month of Submitted Data
- Name and Title of Official
- Total Number of Passengers submitted
- Total Number of Records submitted
- Date of Submission
- Signature of Reporting Official
- Name of Reporting Official

The following paragraph is to be used in the body of the letter:

“I, (Name of Reporting Official), and (Title of Reporting Official), of (Name of Reporting Carrier), certify the information in this transmittal letter is to the best of my knowledge and belief, true, correct and a complete report of the period stated.”

The total number of submitted records is to be listed under the above paragraph as “Total Number of Records”: (Records)

The total number of submitted passengers is to be listed under the total number of records as “Total Number of Passengers”: (Passengers)

Date of Submitted Data: YYYY-MM-DD

Signature of Reporting Official, as “Signature”: (Signature)

Name of Reporting Official, as “Name (please print or type)” (Name)

Appendix C: Example Travel Sequences

Generic Data Layout

Submission Record, Generic, 14 CFR 241 19-8

Unique Variables

- 1 through 3 submitted once per dataset
- 4 through 8 submitted once per ticket
- 9 through 15 submitted once per airport

Applies to All Records in Dataset	1	Reporting Carrier
	2	Reporting Year
	3	Reporting Month
Applies to Single Record in Dataset	4	Record Identifier
	5	Issuing Carrier
	6	Total Amount
	7	Tax Amount
	8	Exchange Ticket Indicator
Applies To Each Sequence in A Record	9	Airport Year
	10	Airport Month
	11	Airport
	12	Dwell Time
	13	Operating Carrier
	14	Marketing Carrier
	15	Via Point

No Dwell for first airport in the sequence

No Year, Month, Dwell, Operating Carrier, Ticketing Carrier, Via Point for the 24th or last airport in the sequence

* Via Point element is variable in length, up to eight (8) Via Points for an flight-stage. Separate Via Point airports by a colon. Ex. SFO:LAX recorded in Via Point Element where SFO and LAX are part of a two stop through flight, flight having the same flight number between PDX and SAN. Assumes the passenger ticket shows only PDX - SAN flight stage.

		Field	Length
Report Elements		Reporting Carrier	3
		Reporting Year	4
		Reporting Month	2
Ticket Elements		Record Identification Number	TBD
		Issuing Carrier Identifier	3
		Total Amount	8.2
		Total Tax	8.2
		Exchanged Ticket Indicator	1
Airport Sequence of Travel Elements (maximum 24 airports)	1st Seq Grp	1st Year	4
		1st Month	2
		1st Airport Code	3
		1st Operating Carrier Code	3
		1st Marketing Carrier Code	3
		1st Via Point	31
	2nd Sequence Group	2nd Year	4
		2nd Month	2
		2nd Airport Code	3
		2nd Dwell	2
		2nd Operating Carrier Code	3
		2nd Marketing Carrier Code	3
	3rd Sequence Group	3rd Year	4
		3rd Month	2
		3rd Airport Code	3
		3rd Dwell	2
		3rd Operating Carrier Code	3
		3rd Marketing Carrier Code	3
	4th Sequence Group	4th Year	4
		4th Month	2
		4th Airport Code	3
		4th Dwell	2
		4th Operating Carrier Code	3
		4th Marketing Carrier Code	3
5th Sequence Group	5th Year	4	
	5th Month	2	
	5th Airport Code	3	
	5th Dwell	2	
	5th Operating Carrier Code	3	
	5th Marketing Carrier Code	3	
6th Sequence Group	6th Year	4	
	6th Month	2	
	6th Airport Code	3	
	6th Dwell	2	
	6th Operating Carrier Code	3	
	6th Marketing Carrier Code	3	
	24th or Last Airport Code	3	

Ground Travel Sequence

Narrative - United issued and reported round trip Chicago (ORD) to Munich (MUC) ticket for \$450. The first segment arrives in New York (LGA), the next segments departs from New York (JFK) to Munich (MUC). The travel between LGA and JFK is recorded as a ground portion in the travel sequence. The time between the arrival at LGA and the departure from JFK is the calculated dwell time at JFK, 6 hours.

Submission Format Example

Ticket Record UA,2020,6,000000158315334,UA,003500,0450,0,2020,6,ORD,OO,UA,2020,6,LGA,-1,--
 ,--,2020,6,JFK,6,LH,UA,2020,7,MUC,24,LH,LH,ORD

		Field	Data
Report Elements		Reporting Carrier	UA
		Reporting Year	2020
		Reporting Month	6
Ticket Elements		Record Identification Number	000000158315334
		Issuing Carrier Identifier	UA
		Total dollar value of ticket	003500
		Tax collected on the ticket	0450
		Exchanged Ticket Indicator	0
Airport Sequence of Travel Elements (maximum 24 airports)	1st Seq Grp	1st Year	2020
		1st Month	6
		1st Airport Code	ORD
		1st Operating Carrier Code	OO
		1st Marketing Carrier Code	UA
		1st Via Point	
	2nd Sequence Group	2nd Year	2020
		2nd Month	6
		2nd Airport Code	LGA
		2nd Dwell	-1
		2nd Operating Carrier Code	--
		2nd Marketing Carrier Code	--
	3rd Sequence Group	3rd Year	2020
		3rd Month	6
		3rd Airport Code	JFK
		3rd Dwell	6
		3rd Operating Carrier Code	LH
		3rd Marketing Carrier Code	UA
	4th Sequence Group	4th Year	2020
		4th Month	7
		4th Airport Code	MUC
		4th Dwell	24
		4th Operating Carrier Code	LH
		4th Marketing Carrier Code	LH
		4th Via Point	
		Last Airport Code	ORD

Via Point Travel Sequence

Narrative - Delta issued and reported ticket round trip Salt Lake City (SLC) to Paris (CDG) ticket for \$3,500. Between Salt Lake City and New York (JFK) Delta operated a through flight that stopped at ATL and then continued on to New York.

Submission Format Example

Submission DL,2020,6,000000158315334,DL,003500,0450,0,2020,6,SLC,DL,DL,ATL,2020,6,JFK,6,D
Record L,AF,2020,9,CDG,24,DL,DL,2020,9,ATL,6,DL,OO,SLC

		Field	Data
Report Elements		Reporting Carrier	DL
		Reporting Year	2020
		Reporting Month	6
Ticket Elements		Record Identification Number	000000158315334
		Issuing Carrier Identifier	DL
		Total dollar value of ticket	003500
		Tax collected on the ticket	0450
		Exchanged Ticket Indicator	0
Airport Sequence of Travel Elements (maximum 24 airports)	1st Seq Grp	1st Year	2020
		1st Month	6
		1st Airport Code	SLC
		1st Operating Carrier Code	DL
		1st Marketing Carrier Code	DL
		1st Via Point	ATL
	2nd Sequence Group	2nd Year	2020
		2nd Month	6
		2nd Airport Code	JFK
		2nd Dwell	6
		2nd Operating Carrier Code	DL
		2nd Marketing Carrier Code	AF
		2nd Via Point	
	3rd Sequence Group	3rd Year	2020
		3rd Month	9
		3rd Airport Code	CDG
		3rd Dwell	24
		3rd Operating Carrier Code	DL
		3rd Marketing Carrier Code	DL
		3rd Via Point	
4th Sequence Group	4th Year	2020	
	4th Month	9	
	4th Airport Code	ATL	
	4th Dwell	6	
	4th Operating Carrier Code	DL	
	4th Marketing Carrier Code	OO	
	4th Via Point		
	Last Airport Code	SLC	