

**AAdvantage  
Business**



**How the  
program works**

## Empowering businesses. Rewarding travelers.

The AAdvantage Business™ program is designed for businesses based in the U.S. or Canada. Join for free and earn rewards for not only the company, but your travelers too.

Companies have the ability to earn AAdvantage® miles that can be redeemed for travel and beyond, while those traveling for business can accelerate their path to AAdvantage® status by earning more Loyalty Points\*.



### Better for businesses

#### Earn miles for the business

Book anywhere and earn 1 mile for your business for every \$1 spent on eligible travel with American.

#### Simplify travel management

Use our convenient suite of tools to handle reporting, traveler management, travel policies, shared Trip Credits and more.



### Better for registered travelers

#### Fly for business and earn more Loyalty Points

Earn additional Loyalty Points\* on business travel along with the miles and Loyalty Points you earn through your AAdvantage® membership.

#### Manage all travel in one place

Switch between business and personal travel with ease on [aa.com](https://www.aa.com) or the [American app](#).

\* Additional Loyalty Points begin to be accrued after the company meets its qualifying threshold. Travelers must be registered with the business accounts at time of travel.

# How it works

The AAdvantage Business™ program makes it simple for companies and registered travelers to earn rewards, with the flexibility to book eligible American Airlines travel anywhere.

Your business can start earning miles on eligible employee travel right away for employees, contractors and guests. Businesses must have a minimum of 5 active registered travelers and \$5,000 in spend from registered traveler flights on American Airlines over the last 12 months to use miles earned with the program.

1

## Register

Register your company for the AAdvantage Business™ program in a few quick steps at [aadvantagebusiness.aa.com](https://aadvantagebusiness.aa.com).

---

2

## Assign employees

Add business travelers to your company account.

We recommend travelers also register with the program so they can earn additional Loyalty Points<sup>1</sup> on travel, access the business booking path and use available Trip Credits in the business account.

---

3

## Book travel with American

Book and manage business travel through [aa.com](https://aa.com), the [American app](#) or any agency.

---

4

## Start earning on flights

Business travel earns your company AAdvantage® miles, while registered travelers earn additional Loyalty Points<sup>1</sup> towards status.

---

5

## Manage your company's account

Access your company's [travel management portal](#) to review account activity, manage your members and track your miles earned through the program.

---

6

## Redeem miles

Businesses can use miles earned from the program to offset business travel expenses or reward employees. Redeem miles<sup>2</sup> directly from the business account for award travel, or transfer<sup>2</sup> to employees for use on upgrades, car rentals and more.

<sup>1</sup> Additional Loyalty Points begin to be accrued after the company meets its qualifying threshold. Travelers must be registered with the business account at time of travel.

<sup>2</sup> Miles can be used after the company meets its qualifying threshold.

