

Form A – Meals Not Boarded



Instructions:

1. **In-Charge:** Please ensure information is also entered in the OBR Form.
2. Each flight leg must have a separate Form A filled out.
3. **Cabin Personnel:** Please fill out this form, have it signed by the In-Charge, make a copy for yourself and send the original to: Records, Attn: Form A Meal Claims, Montreal 1295
4. **IF THIS FORM IS NOT FILLED OUT CORRECTLY AND COMPLETELY, IT WILL BE REJECTED AND RETURNED TO YOU.**

This is to certify that flight attendant _____, employee # _____,
(please print)
home base _____, did not receive the following meal: breakfast / lunch / dinner / snack
on flight _____, leg _____, on _____.
(city pair) (day, month, year)

Reason (please select one):

- Meal not boarded Special Meal not boarded Meal boarded, given to revenue customer due to shortage Meal spoiled ***If possible, please give the meal to the manager upon arrival so that a sample can be taken. This is a safety issue.*** Other (please specify) _____

In-Charge Name (please print) (Employee #) Date

Signature

Please fill out completely and correctly, make a copy for yourself, and send to Records, Attn: Form A Meal Claims, Montreal 1295. Only one flight leg per Form A allowed.

For Official Use Only	
Date	Amount Paid
Approved: _____	_____
Denied: _____	
Returned due Incomplete _____	

Air Canada will pay the amount on the next applicable payroll period. If your claim is denied, you may refer it to arbitration pursuant to the Memorandum of Agreement dated December 21, 2004.