

# AMERICAN AIRLINES FLIGHT ATTENDANTS

## Scroll Down for Directions

### PLEASE SELECT ONE OF THE FOLLOWING:

1. **A)** If you want our report for your “FEDERAL” return Please **click here!**
2. **B)** If you are requesting a Report for “STATE” Taxes, Amendments or special circumstances please **click here.**

By logging into our site, you are acknowledging that our report now comes “AS IS”. Because of the varied rules on state taxes and small business expenses etc., we no longer provide audit support than to the extent of our calculations were correct. Because of the new tax complexities, we do not provide instructions for how to use our calculation and recommend hiring a good tax consultant to assist you.

It will be up to each individual to make sure that they fall under those exceptions in the IRS Tax Reform ruling. For a more detailed description of the new Tax Reform please visit [www.IRS.gov](http://www.IRS.gov). With that being said Pro-Diem, Inc. will not be able to process “Federal” expense report for years 2018+. We thank you for your loyalty, allowing us to assist you over the years. We will continue to look for solutions and pursue other ways we can help you. Be sure to check our website for any updates as we will be posting any further information there.

**DO NOT SNAIL MAIL OR PDF DOCUMENTS. We will not be able to use them. Please export your data as a .doc file for us to use. Need assistance doing this? Call us!**

Pro-Diem, Inc. is pleased to announce that we have implemented a new online service. This new service will allow you submit your flight data, verify your address, and make payment in a new streamlined manner on our web site. You will now be able to do this all in one place from your secure account with Pro-Diem, Inc.

**What we need for per diem calculation:**

American Airlines Flight Attendants have flight data located in their **Sequence History** on JetNet. Please export as a .doc file.

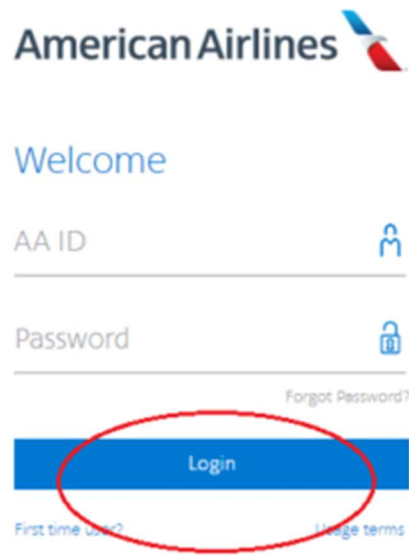
**Training** - If using a method other than Option 1, be sure to include profile notes regarding travel dates and location for any out of base AND away from home (more than 35 miles from your residence) training.

**Data Submission Options:**

**Option 1 - [Click here for Instructions Print version](#)**


Instructions for obtaining data:


## 1. Login



American Airlines

Welcome

AA ID 

Password 

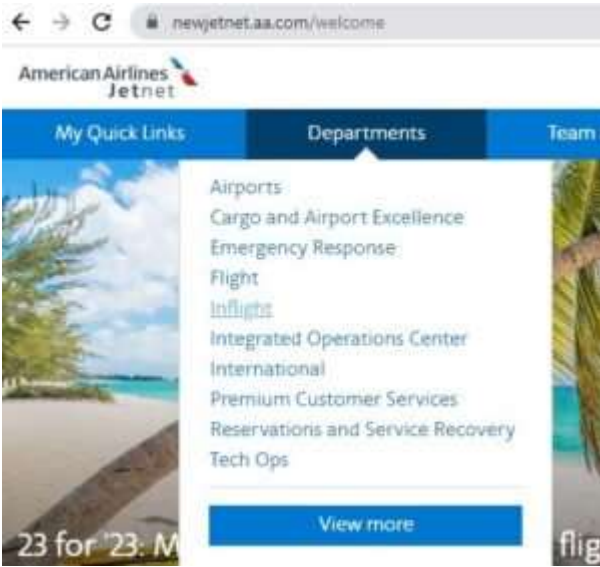
[Forgot Password?](#)

**Login**

[First time user?](#) [Usage terms](#)

The image shows the American Airlines login page. At the top is the American Airlines logo. Below it is the word "Welcome". There are two input fields: "AA ID" with a user icon and "Password" with a lock icon. A "Forgot Password?" link is located to the right of the password field. A blue "Login" button is centered below the fields and is circled in red. At the bottom, there are two links: "First time user?" and "Usage terms".

## 2. Select "Departments" then "Inflight"



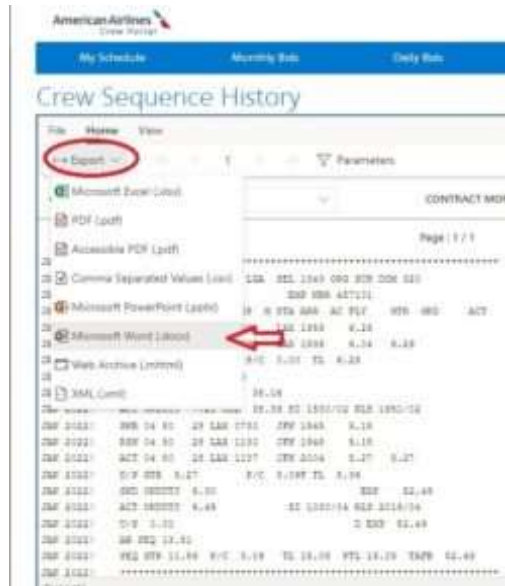
3. Select “Crew Portal”





7. Click on “View Report”

8. Your data will then display below box. Select “Export” and choose “Microsoft Word Docx”

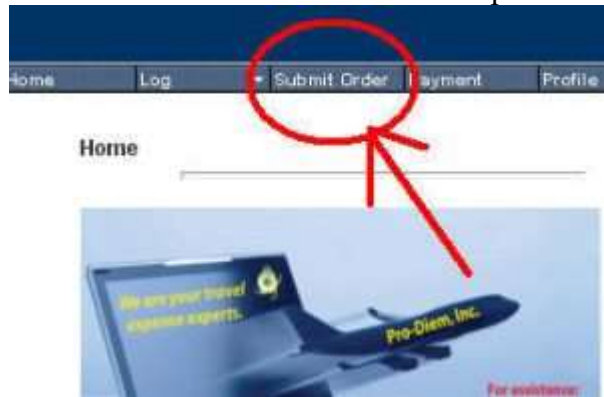


9. Login at [pro-diem.com](http://pro-diem.com) and submit new order. You will be prompted to upload your file and make payment. Be sure to update your profile and add any training info to notes section in profile.

### Instructions for uploading your file and making payment

Once you have forwarded your flight data to us at [prodiem@gmail.com](mailto:prodiem@gmail.com), go to [www.prodiem.com](http://www.prodiem.com) to make payment using the following steps:

1. Log in to your Pro-Diem, Inc. account
2. Click on the Submit Order menu option

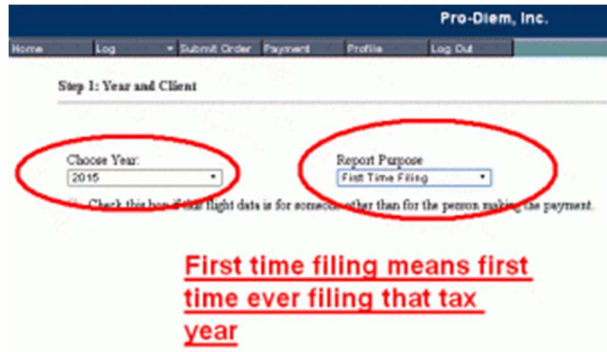


3. Click on the Start File Order Process button





4. Select the year and purpose of the report then click Next Step



5. Click on Select File button, then click the small folder icon to locate file on your computer.



6. After locating your file on your desktop (or downloads folder), click on the upload button to submit data.

7. Click next step to begin payment process.

8. Click Profile to add training in your notes section.

Once data has been submitted and payment made you will be placed in the queue for processing. Please check our home page for current turnaround time.

**Note:** We are not responsible for missing or incomplete data.

[Login to Pro-Diem.com](#)

These are the flight data submission options for American Airlines Flight Attendants.

Please contact our office at (817) 421-8389 if you have any questions.