User Guide

Expense Report Ordering
Ordering Expense Report

*Delta Crew Members Click Here or Skip to Page 9*

1. Go to [https://flica.net](https://flica.net)

2. Log in with your UserID and Password.

4. Click on the “Order Your Expense Report” button.
5. The Order Information page appears.

Fill out the information below to order your 2015 Expense Report and Flight Log.

Training Information (Training away from home base only)

How much do you tip your van driver (each way)? $7.00 (USD)

First Name  Julie
Email Address  julie.sabre@sabre.com

Last Name  Sabre

Ship Report by:

- Email (No S&H) (Adobe PDF Format)
- Priority Mail ($10.00 (USD) S&H) (US/Canada)

2015 Expense Report and Flight Log: $50.00 (USD)
Shipping: $0.00 (USD)

Total: $50.00 (USD)

Continue  Cancel

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6. Click **Training Information**.

The FLICA.Net Training Information window appears.

```
<table>
<thead>
<tr>
<th>Training Period</th>
<th>Base</th>
<th>Start Date/Time</th>
<th>End Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Del 1</td>
<td>JAN</td>
<td>2020-01-27 08:00</td>
<td>JAN 2020-01-17 00:00</td>
</tr>
</tbody>
</table>
```

a. In the training table, do the following:

i. In the **Base** list, click the base where the training occurred.

ii. In the **Start Date/Time** box, type start date and time, or click ▶️ to select the start date/time.

iii. In the **EndDate/Time** box, type end date and time, or click ▶️ to select the end date/time.

b. To include additional training, click **Include Additional Training**, and repeat Step 6.

c. Click **OK** to submit your training information and continue with your order.
7. **How much do you tip your van driver (each way)?** Enter $ amount (USD) in box.

8. Confirm **Email Address** and **Phone #** are current.
   If not, type the current email address and phone number.
9. If you want to receive the report by priority mail, click **Priority Mail ($10.00 (USD) S&H)**, and then do the following:

i. In the Street Address box, type street address.

ii. In the City box, type the city name.

iii. In the State/Province list, click the state or province name.

iv. In the Zip/Postal Code, type zip or postal code.

v. Click **Continue**.

**Note** Reports by Email is the default and the option for Priority Mail is an addition $10.00 USD.
10. The confirmation page for billing address and Credit card information appears. Review and/or edit the billing address and Credit card information, and then click Continue.
11. The loading page will appear. It is common for this to take a few minutes to load. Please be patient while your order is being placed.

![Expense Report 2015](image)

12. The Receipt page appears. To print the report, click 📒.

<table>
<thead>
<tr>
<th>Receipt</th>
<th>Order Date shown here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee #:</td>
<td>XXXXXX</td>
</tr>
<tr>
<td>Product:</td>
<td>Expense Report and Flight Log</td>
</tr>
<tr>
<td>Amount:</td>
<td>$50.00 (USD)</td>
</tr>
<tr>
<td>Credit Card Type:</td>
<td>$50 if not emailed</td>
</tr>
<tr>
<td>Credit Card Number:</td>
<td>XXXX-xxxx-xxxx-xxxx-XXXX XX/XX</td>
</tr>
</tbody>
</table>

**Thank you for your order.**

*Please note: FLICA will process the Expense Reports in the order in which they are received beginning in mid-February.*

>Note: This image is an example of a final receipt. The information on the receipt page will differ based on when you place your order, what year you order, and what delivery option is selected.
Ordering Expense Report (Delta)


2. Click Here in the Expense Reports box

3. The Expense Report for crewmember tax savings and Flight Log page appears.

5. Select Delta from the **Airline** drop down list.

6. Click **Continue**.

7. Please Enter Your Delta 6-digit Employee Number.

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**Expense Report 2015**

Please select your airline to order your expense report.

**Airline:**

*Note: Previously submitted orders may be verified by following these same steps. You will not be charged again.*

[Continue] [Cancel]

**Expense Report 2015**

Please Enter Your Delta 6-digit Employee Number

[ ]

Please Identify Your Position

○Pilot
○Flight Attendant

[Continue] [Cancel]
8. In the Please Identify Your Position area, do one of the following.

   a. Pilots
      i. Click Pilot
      ii. Please enter your FDS access password or any EasyBid activation code, if you do not have one, please type "None"

   b. Flight Attendants
      iii. Click Flight Attendants
      iv. Please Reenter Your Delta 6-digit Employee Number
9. The Order Information page appears. (Only Pilots will be asked to complete Equipment, Base, and Position)
10. Click **Training Information**.

The FLICA.Net Training Information window appears.

```
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<th>Start Date/Time</th>
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<tbody>
<tr>
<td>Del</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>JAN 27 [08:00]</td>
<td>JAN 27 [17:00]</td>
</tr>
</tbody>
</table>
```

Note: Training dates that do not match the flight log WILL NOT be included in the report.
Only enter training dates if you had training outside your home base.
Training at your home base is not tax deductible.

a. In the training table, do the following:

   i. In the **Base** list, click the base where the training occurred.
   
   ii. In the **Start Date/Time** box, type start date and time, or click the calendar icon to select the start date/time.
   
   iii. In the **EndDate/Time** box, type end date and time, or click the calendar icon to select the end date/time.

b. To include additional training, click **Include Additional Training**, and repeat Step 6.

c. Click **OK** to submit your training information and continue with your order.
11. **How much do you tip your van driver (each way)?** Enter $ amount (USD) in box.

12. Confirm **Email Address** and **Phone #** are current.
   If not, type the current email address and phone number.
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vi. In the Street Address box, type street address.
vii. In the City box, type the city name.
viii. In the State/Province list, click the state or province name.
ix. In the Zip/Postal Code, type zip or postal code.
x. Click Continue.

Note: Reports by Email is the default and the option for Priority Mail is an addition $10.00 USD.
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