Away with Miles WORKSHEET

Award Flight Search Prep Checklist

Define the trip before you search. Mark hard constraints, preferences, and fallbacks.

1 Travelers

TOTAL TRAVELERS _____ ADULTS / CHILDREN / INFANTS _____

TRAVELER NAMES MATCH LOYALTY ACCOUNTS _____

☐ Everyone must travel together ☐ Splitting the group may be considered ☐ Accessibility needs

NOTES _____

2 Dates and trip length

EARLIEST DEPARTURE _____ LATEST DEPARTURE _____

EARLIEST RETURN _____ LATEST RETURN _____

IDEAL NIGHTS AWAY _____ IMMOVABLE DATES OR EVENTS _____

3 Airports and geography

PREFERRED ORIGIN _____ ACCEPTABLE ORIGIN AIRPORTS _____

PREFERRED DESTINATION _____ ACCEPTABLE DESTINATION AIRPORTS _____

☐ Airport changes acceptable ☐ Positioning flight acceptable ☐ Open to another destination

MAXIMUM GROUND-TRANSFER OR POSITIONING EFFORT _____

4 Cabin, schedule, and connection preferences

MINIMUM ACCEPTABLE CABIN

☐ Economy ☐ Premium economy ☐ Business ☐ First

ROUTING

☐ Nonstop required ☐ One stop acceptable ☐ Mixed cabin acceptable

MAXIMUM TOTAL TRAVEL TIME _____ MAXIMUM CONNECTION TIME _____

DEPARTURE / ARRIVAL TIMES TO AVOID _____

Award Flight Search Prep Checklist

Map the points, cash limits, and decision order before opening a search tool.

5 Points and miles inventory

PROGRAM	APPROX. BALANCE	ACCOUNT HOLDER	TRANSFERABLE?

6 Cash boundary and fallback

MAXIMUM TAXES AND FEES _____ MAXIMUM POSITIONING COST _____

ACCEPTABLE CASH FARE _____ DECISION DEADLINE _____

☐ Cash one direction is acceptable ☐ Cash for some travelers is acceptable

OTHER FALLBACK _____

7 Rank the trip priorities

Write 1 for most important. Ties force unclear decisions, so give each priority a different rank.

☐ Travel dates
☐ Keep group together
☐ Nonstop routing
☐ Cabin
☐ Low point cost
☐ Low cash cost
☐ Short travel time
☐ Cancellation flexibility

8 Search-ready review

☐ Every hard constraint is identified
☐ At least one fallback is acceptable
☐ Priorities are ranked
☐ Balances are separated by account holder
☐ Cash and fee limits are defined
☐ No points have been transferred speculatively

SEARCH BRIEF OWNER: _____ **DATE:** _____