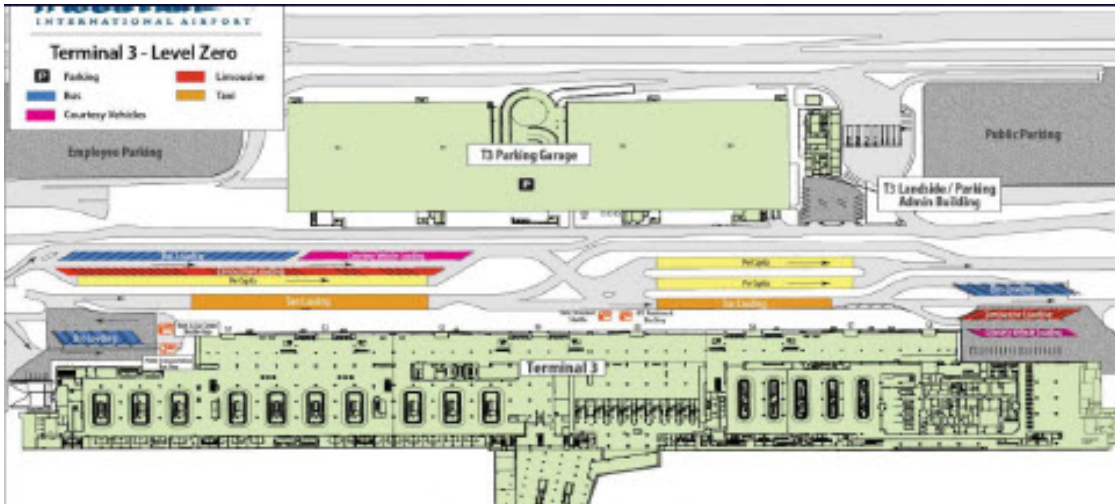


# LAS Employee Parking

Last Modified on 10/01/2024 9:36 am MDT

Parking designated for Frontier crew will be in the Terminal 3 Parking Garage. Your parking pass will give you access to park only on the floors/sections designated for long-term parking. Your pass is not valid for short-term, valet, or airport official/management parking.



## Obtaining LAS Parking Pass

The Company will not be responsible for paying any expenses after ninety (90) days from the date of any transaction.

**Reminder:** If a Flight Attendant transfers bases and they have been on a parking pass stipend list in that base, it is their responsibility to notify their new base leadership of their preference regarding obtaining a parking pass in the new base or continuing the parking pass stipend in the new base.

1. Obtain the Parking Access Card Application & Agreement form which is available in the Inflight Office.
2. Complete the employee required fields. Be sure to print neatly and clearly.
3. Read all of the information on application, to familiarize yourself with do's and don'ts associated with employee parking at LAS.
4. Scan your completed application form and a copy of your Fg Crew ID into PDF format.
5. Sign the application form in "wet" signature. No digital signature is allowed.
6. Email the PDF (not a picture) to LAS Inflight Leadership. Refer to [LAS Inflight Office](#) for contact information.
7. LAS Inflight Leadership will review the application and submit for processing. The form requires an authorized signature, so you can not submit the form yourself.
8. Once the airport has approved of your pass, you will be notified via email by LAS Inflight Leadership.

9. Issuance of Airport Parking Pass is controlled by Airport Authority and being reviewed on "one in, one out basis." We submit the application based on the order received.
  10. If you are transferring to the base, the pass will be ready for pickup on the 5th of the month.
  11. While you are waiting for your Airport Parking Pass to be issued, you may submit your LAS Parking receipts for reimbursement for the days you worked. Submitting receipts for days you did not work will result in automatic denial.
    - For expense report procedures, refer to **FACT** article [Expense Report Procedures - COUPA](#).
  12. Upon notice of approval, you can proceed to pick up your parking pass at the McCarran Airport Parking office which is located in the Terminal 3 parking garage, floor zero, east side. Office is open M-F, 9am-4pm. Be sure to bring your F9 Crew ID as it will be verified by the parking office.
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