

# Form A – Meals Not Boarded

## Instructions

### Cabin crew

- Please ensure the information is entered in eClaim. Meal Not Boarded
- Complete this form and keep in your files for a one-year period in the possible case of an audit.
- A separate form is required per flight leg.

**Note:** In order to be valid, this form must be signed by the affected flight operating Service Director.

### Service Director

Please be sure to validate and sign the form and report incident in OBR.

This is to certify that flight attendant \_\_\_\_\_ employee # \_\_\_\_\_  
(please print)

based in \_\_\_\_\_ 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 spoiled (reason) \_\_\_\_\_
- Meal boarded and given to revenue customer due to shortage
- Other (please specify) \_\_\_\_\_

\_\_\_\_\_  
Service Director (please print) (Employee #) Date

Incident Reported in OBR

\_\_\_\_\_  
Signature

**Please ensure to keep this copy (duly completed and appropriately signed), in your files for a one-year period.**

### 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.