

SOUTHWEST AIRLINES (WN)

	PLEASURE / LEISURE TRAVEL	COMPANY BUSINESS / DUTY TRAVEL	
	ZED	INTERLINE REQUEST	ID50/CONFIRMED
Eligibility	Six (6) months minimum service required. Travel for active employee, spouse, minor dependent children under age 23, retiree and spouse, and parents of employee.* Delta's agreement with Southwest Airlines includes employees and eligible family members of Comair, ASA, and SkyWest. For eligibility see: Other Airline and Codeshare Guidelines	Delta employee authorized for Delta company business travel.	<u>NO ID 50 TRAVEL ALLOWED ON SOUTHWEST AIRLINES</u>
Fare	ZM - ZED Medium fare ZH - ZED High fare * ZED Fare Table *Parents of active/retired employees are only eligible for ZH – ZED High fares.	Interline travel may require service charge and/or tax fees.	
Pricing Entry	4PFNR/ZED	N/A – OAL authorization	
Form of Payment	Credit card only	Credit card only if required	
Refundable	Yes with proof of purchase/ticket coupon. See G*4501 for ZED refund procedures or KM – keyword ZED.	Refund must be requested through Delta Interline department: Director and above send to: sue.butcher@delta.com Employees below director send to: Interline.atq726@delta.com	
Changes / Reissues	ZED Fares are based on point to point and mileage and <u>only date changes are permitted</u> . Employee can use the same ZED ticket on another OAL carrier <u>ONLY</u> under the following conditions: - Origination and destination points are the same - Delta has a ZED agreement with new carrier Employee must refund ZED ticket and purchase a new ZED ticket if the following changes occur: - Change to origination and/or destination points - Change of itinerary now includes a connection point or change in connection point	Changes must be requested through Delta Interline department. Director and above send to: sue.butcher@delta.com Employees below director send to: Interline.atq726@delta.com	
Purchase	SELF TICKETING Purchase at any Delta ticket counter upon presentation of Delta ID (or proper identification) for eligible family members.	Request Delta Company Business OAL travel via: Director and above: http://dalweb.delta.com/portal/forms/hr/passtravel/fm_emaildirectorcoalcobus.htm Employees below director: http://dalweb.delta.com/portal/forms/hr/passtravel/fm_emailcoalcobus.htm	
Special	Infant without seat will pay taxes only. Children ages 2 – 11 pay 67% of adult fare.		
Validity	90 days from time of purchase	Valid for authorized travel only. For changes/refunds/reissues see above.	
Class of Travel	Space available - economy only	Confirmed or space available eligibility is based on individual OAL policies, loads and employee titles.	
Listing	Listing made with Southwest: U.S.: 1-866-SWA-PLAY (1-866-792-7529) INTL: check local listing	Confirmed reservation or space available listing made at time of authorization.	
Restrictions/ Embargoes	All non-revenue passengers must present a security document to get through airport security checkpoints. Security documents can be obtained from www.southwest.com (provided you have completed your non-revenue listing and received a record locator), or at the airport ticket counter.	None	
Dress Code	Business Casual	Business Casual	