

What: Airline waivers for change and cancellations fees for upcoming travel

Why: Business Travel Affected Due to COVID 19 Travel Restrictions

Alaska Airlines

As one of our Preferred Vendors, Alaska Airlines is working directly with the ASRC Procurement Department to provide credits for Business Travel that has been canceled due to the Coronavirus (COVID-19).

You do not need to contact Alaska Airlines to request a cancellation.

This waiver applies to tickets purchased from Alaska Airlines through EasyBiz or American Express Travel. This does not include travel on Alaska Airlines that was ticked through a partner airline which you can identify by a 13-digit ticket number that begins with Alaska Airlines code "027". Tickets issued by other airlines with a different carrier code (ticket numbers that don't begin with "027") are subject to the waiver policy of the other airline.

How: Send an email as follows:

Email: dteel@asrc.com

Subject: COVID 19 Airline Waivers

Email must include the following information:

Travelers Name:
Confirmation Code:
Dates of Travel:

You can find more information on Alaska Airlines change and cancellation fee waivers for all other upcoming travel under "Travel advisories" by visiting their website

https://www.alaskaair.com/content/advisories/travel-advisories?int=AS_FLIGHTDEALS_-prodID:Awareness

Southwest Airlines

For those flying with Southwest there is not change to their existing policy. SW has never charged change or cancellation fees. Customers who would like to change a flight itinerary on Southwest will only be liable for any fare difference. Southwest even offers a credit if the price drops after you have booked. If you opt to cancel your reservation altogether, Southwest will issue a credit to your "travel fund" for use on a future flight within one year of the date of issue.

Other Airlines

If you have travel booked with another airline that has been impacted, I have included an article by Airfare Watchdog that has consolidated the various strategies of the large global Airlines.

COVID-19 Flight Waivers and Refund Policies by Airline:

<https://www.airfarewatchdog.com/blog/50104455/covid-19-flight-waivers-and-refund-policies-by-airline/>

We will keep you updated as new information becomes available.

Please direct any questions concerning this email to:

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