

3.1.1 Airline Ticket:

- * Economy; Main Cabin, Coach
 - * Southwest - Wanna Get Away
 - * American – Choice
 - * Delta – Main Cabin
- * Preferred Costs <\$900
- * Arrival & Departure To/From State Business Destination Only
- * Non-refundable Tickets Only
- * Seat Choice Made at the Time of Purchase
- * Time of Purchase is an Agency decision.
- * Use of Travel Agency is an Agency decision

NOT COVERED: Listed but not limited to the following:

- * **First Class, Business Class,**
 - * **Southwest - Anytime, Business Select**
 - * **American - Choice Essential & Plus, Etc**
 - * **Delta – Delta Comfort**
- * **Refundable Airfares**
- * **Any Upgrades and/or Extras or Personal Choices.**
- * **Preferred/Choice Seats, Early Boarding, Stand By Boarding, Trip Insurance, Etc.**

**** MANUAL REQUIRED (1 MONTH ADVANCE, QUOTES & VALID DOCUMENTATION):**

- * **PERSONAL Time (Including Early Arrival; Late Departure)**
- * **Out of the Country; Alaska, Hawaii, Puerto Rico, US Virgin Islands**
- * **First Class; Business Class Select, Etc**
(Traveler Personally Paying Difference Between Economy Fare & Upgrade.)
- * **Flight Non-Availability (Applicable Both Arrival & Departure From State Business Destination City/Airport.)**
- * **Depart From and/or Return To Destination Outside AL Base**

**** MANUAL REQUIRED:**

- * **If Airline Tickets \$900+ (excluding agency service fee if applicable)**
- * **2 Airports**
- * **Airline Change Flight Ticket (With or Without Fee and/or Credit)**
- * **Airfare Includes Least Costly Preferred Seat as ONLY SEAT LEFT (Valid Documentation)**
- * **Flight Delay Result in Overnight Stay**
- * **Red-Eye Flight (Personal Choice Only with No Additional Costs)**
- * **Fly Into 1 State / Drive To 2 State**
- * **Fly one Way / Drive One Way**
- * **Flying Less Than 4 Hours Away**