

Booking Your Flights

Generally, group tickets are only fully refundable for a short period of time. Airlines may allow you to make changes to your flight details and passenger names, and some may allow cancellation for a full or partial refund or airline credit. Confirm details with your airline prior to booking your group ticket reservations.

Group Flight Information

American Airlines

- A minimum of 10 tickets required for group reservation.
- \$50 deposit needed to make a group flight reservation.
- Tickets must be paid in full 30 days prior to departure.
- Your group has one free name change up until 48 hours prior to departure.
- <https://www.aa.com/i18n/customer-service/programs-products/group-meeting-travel.jsp>

Delta

- Must book 10 or more tickets to be eligible for group travel tickets.
- There is a non-refundable \$10 booking fee per person.
- 14 days after contract is signed, deposit is due. Deposit is \$50 per person. There is a 90 day grace period after payment of deposit for refund of deposit if cancelled. After 90 days you forfeit deposit amount.
- Final payments for flights will be collected 60 days prior to flight time- after that tickets are non refundable.
- Change fees are CURRENTLY being waived but may not be waived at a later date.
- If change fees are reinstated, it is a \$200 change fee
- If you cancel, \$200 change fee will be applied and you will have credit for remaining funds for a year from date of purchase
- For more information, email dlvsgroups@delta.com to reach Delta's group department.

Southwest

- 10 or more tickets required for group ticket reservation.
- Deposit of \$50/per person within 10 days of booking required to secure booking.
- Final Payment is due 45 days prior to flight departure.
- You can change your group's flights any time before final payment is made. (Must pay difference in fare)

- After final payment is made: If event cancels due to COVID, documentation is required for full refund.
- Unlimited Name Changes up to 72 hours prior to departure.
- 1 free ticket for every 29 tickets purchased.
- If your team cancels due to school/state policies, contact Southwest Group travel to discuss your options. (Official documentation needed)
- <https://www.southwest.com/html/air/business-groups/group-travel.html?clk=SITESHARCH>

Spirit Airlines

- A non-refundable booking fee of \$5.00 per person due to confirm a group reservation
- A non-refundable deposit of \$40 per person is due within 7 days of the booking if travel is outside of 60 days; for travel within 60 days, full payment is due at time of booking
- Final payment along with name list is due 60 days prior to departure
- A \$50.00 fee applies per person for name changes less than 30 days of departure
- Individual cancellations are not allowed on group bookings
- <https://customersupport.spirit.com/en-us/category/article/KA-01333>

United

- A minimum of 10 tickets required for group ticket reservations.
- Deposit of \$50 per person is due 7-14 days after making initial reservation.
- Names of passengers are not due until one month prior to departure.
- Name changes are allowed for free up to 7 days before departure
- It costs \$100 to change names 1-6 days before departure and name changes are not allowed within 24 hours of departure.
- If you cancel and get a credit the credits go to the individuals named and not the group.
- For more information, contact United's group desk at [800-426-1122](tel:800-426-1122).

This information is meant as a guide to help you as you book your flights. Please ensure you verify this information with your respective airline prior to booking as policies are updated often. If you choose to book through an airline not listed above, make sure to read through their group ticket reservation policies prior to booking.