

1-27-11

*****Southwest Airlines has temporarily rescinded the restrictions
for reserved funds from cancelled tickets. *****

The credits can be used for another traveler until further notice.

Southwest Airline Notice of Change Effective January 28, 2011

Effective January 18, 2011, you will no longer be able to change the traveler's name or used funds (apply credit or re-use previous funds) from one persons cancelled trip to another person ticket.

Only the person in whose name the ticket was issued can re-use the cancelled ticket reserved fund (for up to a year from date of issue).

Urgent: if you still have reserved funds from a cancelled ticket that was purchased for a prospective or speaker, you need to **use it by January 27, 2011** toward another traveler's ticket (non-employee or employee).

Consider this: you may want to let the prospective or speakers pay for their airfare ticket and request reimbursement thru the Travel System. Then, if they cancel the trip, they will be able to use it for their personal trip and HSC will not lose the funds on the non-refundable/non-reusable ticket. Or you may consider purchasing a refundable ticket for non-employee.