



Travel Procedures

Preferred Airline – Alaska/Horizon Air within Alaska/Horizon markets

Preferred Car Rental – GNAC has an established program with Enterprise Rent-A-Car. Rental vehicle insurance coverage is a primary benefit provided by Enterprise. TL travel consultants will always offer Enterprise first where available.

Preferred Hotels – GNAC has a Preferred Hotel Program providing negotiated rates at hotels in all member institution cities. GNAC requires TL to utilize these hotels at all times, unless permission is obtained from the conference office to book outside the program. TL travel consultants will always ask for a personal credit card for guaranteeing hotel reservations.

Group Terms – for Alaska Airlines/Horizon Air

- 24-hour name changes allowed
- minimum group size is 6 passengers (not the regular 10 or more)
- no deposits required
- upgrades to VIP status when available

Baggage – individual airline baggage requirements will always be negotiated as requested.

Billing – All air travel will be billed through the GNAC office.

Refunds – All refunds must be processed through the GNAC office.

Reports – TL will provide travel spending and reconciliation management reports to GNAC and its members as requested, sorted by school, sport, team, GNAC officials and staff, enabling GNAC to bill the appropriate institutions. Examples of reports you may request, but not limited to: (by airline, hotel, car rental, team, department, airfare cost savings, traveler detail, etc.)

Officials – Officials travel requests will be verified using the current GNAC Officials list prior to final ticketing.