



Alaska
AIRLINES

HAWAIIAN
AIRLINES

TRAVEL AUTHORIZATION FORM GUIDELINES

Please see our guidelines below that include voucher details, booking information and terms and conditions.

Voucher details

- Vouchers need to be ticketed prior to their expiration date.
- Not valid on codeshare partners.
- Alaska Airlines / Hawaiian Airlines are not responsible if the certificate is lost or stolen.
- Vouchers are subject to additional terms and conditions on the applicable Travel Authorization Form.

Terms and conditions

Vouchers are valid for flights served by Alaska Air Group (operated by Alaska Airlines, Hawaiian Airlines, Horizon Air, or SkyWest Airlines flights operated for Alaska Air Group) for the route authorized. Not valid for flights on codeshare partners. Travel is subject to Alaska Airlines' Contract of Carriage and applicable policies. Atmos Rewards™ points cannot be earned or credited. Paid upgrades are allowed. Standard baggage fees may apply; see our checked baggage policy and flight schedules at www.alaskaair.com for more details. Individual travel taxes may apply. Once ticketed, no changes to guest name, origin city or destination city allowed. Vouchers are void if bartered or sold, and are prohibited from being used or sold through online auctions.

Reservations and ticketing instructions

- 1) Allow two (2) weeks from the time of reservation and your flight. To make your reservation, call the Alaska Airlines Commercial Desk at 1-888-327-2755. Inform the reservations agent that you have a Travel Authorization Form.
- 2) When you have confirmed your flight(s), ask the agent for your confirmation code. Complete the bottom portion of the voucher and mail the entire letter to:

USPS: Alaska Airlines,
Attn: SEAAU
P.O. Box 68900
Seattle, WA 98168

UPS/FedEx: Alaska Airlines,
Attn: SEAAU
20833 International Blvd
Seattle, WA 98198

Note: Only the original letter will be accepted. You may make a copy for your records.

For questions relating to reservations, please contact our Commercial Desk at:
1-888-327-2755

For all other questions, please contact our Community Relations team at:
Corporate.Contributions@AlaskaAir.com

About Alaska Airlines and Hawaiian Airlines

For over 90 years, Alaska Airlines and Hawaiian Airlines have shared rich histories of connecting communities that are uniquely reliant on air travel. The airlines connect their guests to the world with a remarkable travel experience rooted in safety, care and performance – flying to more than 140 destinations throughout North America, Latin America, Asia and the Pacific, as well as Europe starting in 2026. As a member of the **oneworld** alliance and with additional global partners, guests can travel to over 1,000 worldwide destinations on more than 30 airlines.

Talking Points

- Alaska Airlines and Hawaiian Airlines fly to more than 140 destinations throughout North America, Latin America, Asia and the Pacific, as well as Europe starting in 2026.
- Their 30,000 employees are known for remarkable care and hospitality, with major hubs in Seattle, Honolulu, Portland, Anchorage, Los Angeles, San Diego and San Francisco.
- As a member of the **oneworld** alliance and with additional global partners, guests can earn and redeem points for travel to more than 1,000 destinations worldwide on more than 30 partner airlines.
- Alaska has been a U.S. industry leader in recycling, reducing single use plastics onboard and engaging our guests on sustainable aviation fuel (SAF).
- Hawaiian encourages guests to Travel Pono – to explore Hawai‘i with care and help to preserve the islands’ natural resources, cultures and communities. Hawaiian is committed to buying more locally-sourced products, which supports Hawai‘i businesses and reduces emissions from the shipping of goods.
- Fly on Alaska Airlines and enjoy high-speed satellite Wi-Fi, free chat, free movies and entertainment and a rotating seasonal menu of fresh and local food and drinks.
- Fly on Hawaiian Airlines and enjoy Starlink complimentary Wi-Fi and the authentic flavors of Hawai‘i with locally roasted coffee, refreshing cocktails, local beers and spirits, and specially designed menu creations from Hawai‘i’s top burgeoning chefs.

Websites

www.alaskaair.com	www.hawaiianairlines.com
news.alaskaair.com	newsroom.hawaiianairlines.com

Social Media

Facebook	@AlaskaAirlines	@HawaiianAirlines
X	@AlaskaAir	@HawaiianAir
Instagram	@AlaskaAir	@HawaiianAirlines
TikTok	@AlaskaAir	@HawaiianAir