

Flying Southwest? Look Beyond the Basic Fare ^[1]

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With changes made to Southwest Airlines fares earlier this year, there is some confusion about which classes are allowable and recommended for university business travel. Consistent with our guidance for other airlines, the university discourages booking Southwest Basic fares for business travel. Basic Economy fares are highly restrictive, and additional costs when booking or changing travel can quickly negate any perceived savings.

Travelers should always consider the most *economical* option, which is not necessarily the cheapest fare. These tips can help when selecting airfare:

- Avoid selecting Basic fares solely because they have the lowest price.
- Compare fare options and restrictions. A more flexible fare, such as Southwest Choice, may provide better overall value for a relatively small difference in price.
- Consider the likelihood of changes or cancellation and select a fare with the flexibility appropriate for the trip.

When reviewing fares in Concur, click on “Fare Details” in the Basic Economy option to view the airline’s full list of restrictions.

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