

Ordering Instructions

Statewide Contract – AIRFARE21

Ordering Requirements - N/A

Special Instructions - N/A

Approvals Required – Prior internal agency approval is required for all business-related travel.

Agency and/or Vendor Contact Information:

Elizabeth Perdue – Assistant Purchasing Director
WVSASP - Purchasing Division
304-356-2425
Email: Elizabeth.J.Perdue@wv.gov

National Travel
Jill Robinson
304-357-0830/800-262-4054
Email: Jillr@nationaltravel.com

Rebecca Simon
Delta Air Lines, Inc.
404-263-8288
Email: Rebecca.Simon@delta.com

How to submit the completed order to the Vendor:

1. Call vendor (National Travel) at 304 357-0801 and ask to speak to a “State” agent for reservations.