

# 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:**

Greg Clay – Assistant Purchasing Director  
WVSASP - Purchasing Division  
304-356-2425  
Email: [Gregory.C.Clay@wv.gov](mailto:Gregory.C.Clay@wv.gov)

## National Travel

Jill Robinson  
304-357-0830/800-262-4054  
Email: [Jillr@nationaltravel.com](mailto:Jillr@nationaltravel.com)

## DELTA

Renee Walton-Smith, Sales Account Executive  
Delta Air Lines, Inc.  
404-907-8921  
Email: [renee.walton-smith@delta.com](mailto:renee.walton-smith@delta.com)

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678-427-2550  
Email: [Barbara.wobrock@delta.com](mailto:Barbara.wobrock@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.