Southwest

Group Travel Name Template

Confirmation Number:	PNQAP4

STEP 1 Provide your 6 digit confirmation number in the space above. If you do not have a confirmation number provide your contract number beginning with "WN"

STEP 2 Complete blue columns (Last Name/First & Middle Name/Title/Passenger Type/Gender/Birthdate) The information provided must match the traveler's government issued ID.

If you do not have a complete list of names please leave blank lines as "SWAGRP/A"

*Complete red columns if traveling internationally (Passport: Last Name/First Name/Number/Nationality/Issuing Country/Expiration Date)

*Complete yellow columns if traveler requires a visa (Visa: Number/Type/Issue Date/Place of Birth/Place of Issue/Country of Application/Address)

STEP 3 SAVE the document in original Excel format (.xls)

STEP 4 Upload completed template via the -> Southwest Airlines Group Travel Management Page

STEP 5 PAY deposits and balances by calling 1-800-433-5368

Passenger	Last Name	First Name and Middle Name	Title	PTC	Gender	Date of Birth	Passport Last Name	Passport First Name	Passport Number	Passport Nationality	Passport Issue Country	Passport Expiry Date	Visa Number	Visa Type	Visa Issue Date	Place of Birth	Visa Place of Issue	Visa Country of Application	Address Type	Address Country	Address Details	Address City	Address State	Address Zip Code
Example:	DOE	JOHN PAUL		ADT	M	14Jun1971	DOE	JOHN	123456789		US	08JAN22												
1	Asay	Sally Mae			F	2-Jun-2002																		
2	Asay	MaryDee Dianthia			F	4-Sep-1992																		
3	Barry	Michael Edward			M	7-Aug-2002																		
4	Barry	David James			M	30-Jun-1976																		
5	Beardall	Cambri Kate			F	23-Apr-2004																		
6	Braithwaite	Cameron Reed			M	22-Sep-2001																		
7	Bunnell	Devin Ray			M	27-Dec-2000																		
8	Bunnell	JoLene B			F	10-Nov-1965																		
9	Bunnell	Brent Keith			M	19-Nov-1963																		
10	Callaway	Ryan Hunter			M	6-Nov-2001																		
11	Clay	Jacob Manwaring			M	23-Aug-2001																		
12	Durrant	Ross Duane			M	18-Nov-1955																		
13	Durrant	Anna Lisa			F	10-Nov-1963																		
14	Gordon	Ryan			M	3-Dec-1992																		
15	Hatch	Kayla Marie			F	29-Jan-2002																		
16	Hillyard	Austin Jacob			M	15-Dec-2000																		
17	Jaeger	Annalee			F	5-Apr-2001																		
18	King	Baylor Williams			M	25-Mar-2002																		
19	Knudsen	Preston Ross			M	15-Nov-2001																		
20	Labrum	Gabie Danielle			F	31-Jul-2001																		
21	Larsen	Madalyn Rae			F	20-Sep-2002																		
22	Larsen	Thomas Carl			M	8-Oct-2001																		
23	Larsen	Mary Ann			F	2-May-1965																		
24	May	Zachary Brent			M	23-Jan-2001																		
25	Milner	Scott David			M	22-Feb-2001																		
26	Nelson	Katherine Melise			F	10-Jul-2003																		
27	Oliphant	Eliza Joy			F	22-Sep-2001																		
28	Passmore	Anna Michelle			F	17-May-2003																		
29	Pemberton	Teri			F	26-Jul-1971																		
30	Reber	Joshua David			M	5-May-2000																		
31	Robinson	Grace Margaret			F	12-Nov-2002																		
32	Robinson	Rachel Summerhays			F	10-Jul-1974																		
33	Robinson	Samuel King			M	31-Jul-2001																		
34	Roylance	Dallin Derek			M	18-Apr-2002																		
35	Snyder	Spencer Parker			M	19-May-2002																		
36	Stobart	Oliviya Robyn			F	1-May-2003																		
37	Stobart	Jennifer Robinson			F	27-Oct-1978																		
38	Walker	Alan Asael			M	16-May-1993																		
39	Whiting	Anastasia Ella			F	22-Jan-2000																		
40	Willardson	Malakai Emery			M	15-Aug-2001																		
41	Wilson	Brandon Scott			M	26-Sep-2002																		
42	Winters	Benjamin William Burton			M	27-Jun-2002																		
43	SWAGRP	QQ																						
44	SWAGRP	RR																						
45	SWAGRP	SS																						
46	SWAGRP	TT																						
47	SWAGRP	UU																						
48	SWAGRP	VV																						
49	SWAGRP	WW																						
50	SWAGRP	XX																						
51	SWAGRP	YY																						
52	SWAGRP	ZZ																						
53	SWAGRP	AAA																						
54	SWAGRP	BBB																						
55	SWAGRP	CCC																						
56	SWAGRP	DDD																						
57	SWAGRP	EEE																						
58	SWAGRP	FFF																						
59	SWAGRP	GGG																						
60	SWAGRP	HHH																						
61	SWAGRP	III																						
62	SWAGRP	JJJ																						
63	SWAGRP	KKK																						
64	SWAGRP	LLL																						
65	SWAGRP	MMM																						
66	SWAGRP	NNN																						
67	SWAGRP	OOO																						
68	SWAGRP	PPP																						
69	SWAGRP	QQQ																						
70	SWAGRP	RRR																						
71	SWAGRP	SSS																						
72	SWAGRP	TTT																						
73	SWAGRP	UUU																						
74	SWAGRP	VVV																						
75	SWAGRP	WWW																						
76	SWAGRP	XX																						
77	SWAGRP	YYY																						
78	SWAGRP	ZZZ																						
79	SWAGRP	AAAA																						
80	SWAGRP	BBBB																						
81	SWAGRP	CCCC																						
82	SWAGRP	DDDD																						
83	SWAGRP	EEEE																						
84	SWAGRP	FFFF																						
85	SWAGRP	GGGG																						
86	SWAGRP	HHHH																						
87	SWAGRP	IIII																						
88	SWAGRP	JJJJ																						
89	SWAGRP	KKKK																						
90	SWAGRP	LLLL																						