

MANAGEMENT MEMO

NUMBER:

21-07

EFFECTIVE DATE:

Aug 1, 2021

SUBJECT:

AIRLINE RESERVATION REQUIREMENTS

ISSUING AGENCY:

DEPARTMENT OF GENERAL SERVICES

REFERENCES:

California Code of Regulations Section 599.628, Fiscal Year 2020-21 California State Budget

SUPERCEDES:

N/A

Intended Audience State Travel Coordinators, Deputy Administrative Directors, Department Directors

Purpose This Management Memo updates the State Administrative Manual (SAM) to reflect new airfare reservation requirements for both state agencies and employees.

Policy Pursuant to SAM Section 4117.1 and in accordance with the California Code of Regulations (CCR) Section 599.628, state agencies and employees must follow airfare purchasing and use requirements which ensure that state employees traveling by air on official business are using the most economical fares possible.

State employees shall reserve, where available, airfares that are non-refundable, and shall, where operationally feasible, reserve their domestic airfare(s) at least seven days prior to their anticipated travel date(s) and at least 30 days prior to their anticipated travel date(s) for international travel. Additionally, when traveling internationally, state employees shall choose the most economical airfare that meets their business needs.

State agencies will be responsible for tracking and ensuring compliance with the airfare purchasing requirements, as well as with tracking and managing any unused ticket credits. State agencies that fail to substantially adhere to the airfare purchasing policies over a six-month period, may be required to submit a corrective action plan to Department of General Services.

Background CCR Section 599.628 provides that "transportation by scheduled airline shall be allowed at the lowest fare available in conformity with the regular published tariffs for scheduled airlines in effect on the date the flight originated. Claims for reimbursement of higher fares or extra charges for transportation by scheduled airline may be allowed if accompanied by a full

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explanation stating the facts constituting the official necessity."

In Governor Newsom's fiscal year (FY) 2020-21 Budget, the reduction of travel related expenses was identified as a priority of the Administration and as a way for state departments to comply with the 5-percent reduction to nearly all state department budgets.

Requirement(s) N/A

Process/
Procedures

Pursuant to SAM Section 4117.1, DGS will monitor each state agency's use of airfares to ensure that the agency, and its employees, comply with the airfare purchasing requirements.

DGS will provide each state agency's Deputy Director of Administration (or equivalent) with semi-annual exception reports that will identify airfares reserved and associated excess air fare costs incurred (along with the corresponding reason code justifications) as a result of airfare bookings that do not conform to the travel policies.

Contact

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Signature



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