



**DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL PROGRAM
TRAVEL BULLETIN**

Travel Bulletin: #24-02

Effective Date: July 1, 2024

Expiration Date: June 30, 2025

SUBJECT: Discount Airfare for Official State Business

PURPOSE: Notification of Contract Extension

REFERENCE: Supersedes Travel Bulletin #23-02

Purpose

This Travel Bulletin announces the extension of discount airfare contracts between the state of California and the following airlines:

- Southwest Airlines
- United Airlines

The airline contracts provide discount airfares to all Executive Branch agencies in the state of California, as well as participating optional user agencies. Use of the airline contracts allows participating agencies access to the discounted rates. Airline contracts offer systemwide discounts on both carriers and are available only via the Statewide Travel Program's (STP) contracted Travel Management Services (TMS) provider.

Contracted airfares will be used by all state agencies in accordance with the guidelines set forth in Department of General Services (DGS) State Administrative Manual (SAM) [Section 4117.1 \(Airlines\)](#). Agencies may impose more restrictive travel rules as determined by their operational need. Reference your individual agency travel policy for specific limitations and guidelines.

Contract Term

These extensions are effective July 1, 2024 – June 30, 2025.

Discount Airfares

Preferred Carriers

Preferred Carrier groups have been created for both Domestic and International markets. Preferred Carrier contracts have been awarded to one airline in each of these markets.

Preferred Carrier #1, Primary Domestic: **Southwest Airlines**

- Five percent (5%) discount on all fares

Preferred Carrier #2, Secondary Domestic/International: **United Airlines**

- Four percent (4%) discount on all fares

Non-Contracted Carriers: In accordance with [SAM 4117.1](#), authorized state travelers who meet the exemptions outlined in SAM 4117.1 may be authorized to book the lowest available fare that meets their business needs with a non-contracted carrier.

DGS Contact

For additional contract information or assistance, contact:

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