



DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL PROGRAM
TRAVEL BULLETIN

Travel Bulletin: #26-04

Effective Date: July 1, 2026

Expiration Date: June 30, 2027

SUBJECT: Airline Discount Agreement for Official State Business

PURPOSE: New Airline Agreements for Discounted Airfare

REFERENCE: Supersedes Travel Bulletin #25-02 Airline Agreements

Purpose

The purpose of this Travel Bulletin is to announce the new negotiated airline discount agreements for airfare between the state of California and the following airlines:

- Alaska Airlines
- Delta Airlines
- Southwest Airlines
- United Airlines

Airline discount agreements are available with all four airlines. Discounts on airfares will be used by all state agencies in accordance with the guidelines listed in the “Accessing the Discounted Airfares” section of this Travel Bulletin.

Agencies may impose more restrictive travel rules as determined by their internal policies and operational needs. State travelers should reference their individual agency travel policy for specific limitations and guidelines.

Airline Agreement Term

Airline discount agreements are effective for one year, from July 1, 2026 – June 30, 2027, and will renew annually (unless otherwise specified).

Discounted Airfare

State agencies **must** book contracted airlines, in accordance with [State Administrative Manual \(SAM\) Section 4117.1](#).

Contracted airlines will have a “Most Preferred” designation in the authorized online booking tool (Concur).

Alaska Airlines

- Up to 10% discount on all domestic main cabin fares.

Delta Airlines

- Up to 5.3% discount on select domestic fares.
- Up to 7% discount on select international fares.

Southwest Airlines

- Up to 10% discount on all domestic and international fares (excluding Basic).

United Airlines

- Up to 8% discount on all domestic fares.
- Up to 20% discount on select international fares.

Eligibility

The airline agreements described herein are authorized for travel on official business by user agency employees defined in this Travel Bulletin as employees of state (executive branch) agencies, colleges/universities, local governments, special districts, K-12 public school districts, and persons traveling on official business on behalf of these participating agencies (when their travel expenses are paid by the governmental agency/entity).

Accessing the Discounted Airfares

Discounts with the four contracted airlines are available to agencies participating in the Statewide Travel Program (STP) and are **only** available using STP's contracted travel agency and authorized online booking tool (Concur).

Reservations booked outside of STP will not be eligible to use these airline agreements.

The mandatory form of payment for all discounted airfares identified in this bulletin is STP's authorized method of payment.

Alaska Airlines, Delta Airlines, Southwest Airlines, and United Airlines are the contracted airlines for the state of California. All state agency travelers will be required to use the contracted airlines as follows:

DOMESTIC

- If none of the contracted airlines have availability in a selected domestic market, state agency travelers must justify the use of any noncontracted airline by selecting the appropriate reason code in the online booking tool or during a telephonic reservation request.

INTERNATIONAL

- If none of the contracted airlines have availability in a selected international market, state agency travelers must justify the

use of any noncontracted airline by selecting the appropriate reason code in the online booking tool or during a telephonic reservation request.

Baggage Fees

State agency travelers are required to pay standard baggage fees at the time of check-in. For applicable regulations and pricing details, travelers should review the airline's website. Consult your agency travel coordinator(s) regarding reimbursement procedures.

Additional Information

In addition to discounted airfares, the four contracted airlines offer additional benefits to state agency travelers.

These benefits are tied to each airline's loyalty program; therefore, travelers must ensure that their frequent flyer/loyalty numbers are in their Concur traveler profile and are updated and correct to ensure they receive these additional benefits.

Additional benefits are only available when the flight is booked through STP.

Resources

For more information and resources, please visit our website [here](#). This page will be updated as new information becomes available.

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