



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

Travel Bulletin: #18-03

Effective Date: July, 01, 2018

Expiration Date: June 30, 2019

SUBJECT: Discount Airfare for Official State Business

PURPOSE: Extension of Contracted Airfare Discounts for Official State Business

REFERENCE: Travel Bulletin # 14-04

Purpose

The purpose of this Travel Bulletin is to announce the extension of discount airfare contracts between the state of California and the following airlines:

- Alaska Airlines (incl. Virgin America)
- Delta
- JetBlue
- Southwest Airlines

These discount airfares are authorized for use by employees of state departments, universities, local governments, and K-12 public school districts for travel on official government or school business. Contracts are available for two discount categories: preferred carriers and individual city-pairs. Contracted airfares will be used by all state departments in accordance with the guidelines listed in the **Usage Requirements** section of this Travel Bulletin. Departments may impose more restrictive travel rules as determined by their operational need. Reference your individual departmental travel policy for specific limitations and guidelines.

Contract Term

The contracts are extended effective July 1, 2018 - June 30, 2019

Discount Airfares

Preferred Carriers

Preferred carrier groups are available for both domestic and international airfare markets. Preferred carrier contracts are awarded to one airline in each of these markets. The domestic market is defined as all flights with both the origination and destination airports located within the 50 United States. The international market is defined as all flights that have one or both of the origination and destination airports located outside of the 50 United States.

- Domestic preferred carrier: **Southwest Airlines**
 - 6 percent discount on all fully refundable domestic fares.
 - 3 percent discount on all nonrefundable domestic fares.
 - Discounts do not apply to limited-time promotional fares.

- International preferred carrier: **Delta Airlines**
 - 8 percent discount on all fully refundable international fares.
 - 2 percent discount on all nonrefundable international fares.
 - Discounts are available as part of a joint venture agreement.
 - Joint venture participants: Delta, Alitalia, Virgin Atlantic, KLM, Air France and Korean Air.
 - Tickets issued through Delta but carried on one of the joint venture airlines will qualify for the contracted discount.

City-Pairs

The contracted city-pair rates include airfare for origination and destination points for intra-California, out-of-state, and international destinations and are listed at www.dgs.ca.gov/ofam/travel.

The state of California has two types of discount city-pair airfares: Unrestricted (YCAL) and Restricted (capacity-controlled/VCAL).

- YCAL fares are fully refundable, unrestricted airfares that offer last seat availability and are for travel in either direction of the city-pair.

- Capacity-controlled fares are restricted, meaning that airlines set aside a limited number of seats on each flight for the state of California. These airfares are also fully refundable and are for travel in either direction of the city-pair. These fares are less expensive than the unrestricted YCAL fares. Capacity-controlled fares are typically available when a traveler is able to make travel arrangements early.