

# MANAGEMENT MEMO

	NUMBER: <b>MM 08-12</b>
SUBJECT:  <b>DISCOUNT AIRFARES FOR OFFICIAL STATE BUSINESS</b>	DATE ISSUED: <b>JULY 1, 2008</b>
REFERENCES: SUPERSEDES MM 06-11	EXPIRES: <b>JUNE 30, 2009</b>  ISSUING AGENCY: DEPARTMENT OF GENERAL SERVICES

## Discount Airfares

The purpose of this Management Memo is to announce the discount airfare contracts executed between the State of California and the following airlines:

- JetBlue
- Southwest
- United
- Virgin America

The contracts are effective July 1, 2008 through June 30, 2009. These discount airfares are set for use by employees of state departments, universities, and local government for travel on official government business. The contracted rate includes airfare for origination and destination points known as city pairs for intra-California, out-of-state, and international destinations and are listed at [www.travel.dgs.ca.gov](http://www.travel.dgs.ca.gov). Contracted airfares will be used by all State departments unless a lower airfare can be obtained that is in the best interest of the State. Departments may impose more restrictive travel rules as determined by their operational need. Reference your individual departmental travel policy for specific limitations and guidelines. Please note, JetBlue, United and Virgin America may assess a baggage fee which could require payment by the traveler at the ticket counter.

## Using the Discount Airfares

The State of California has three types of discount airfares – unrestricted (YCAL), capacity-controlled (VCAL) and Internet fares.

- YCAL fares are fully-refundable unrestricted airfares that offer last seat availability and they are for travel in either direction of the city pair.
- VCAL fares are “capacity-controlled” 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 they are for travel in either direction of the city pair. They are less expensive than the unrestricted YCAL fares. VCAL fares are typically available when a traveler is able to make travel arrangements early.
- The discount YCAL and VCAL fares are only available through JetBlue, United and Virgin America and can only be booked through an authorized travel agency of the State of California. A list of authorized State of California travel agencies may be found at [www.travel.dgs.ca.gov](http://www.travel.dgs.ca.gov).

## STATE ADMINISTRATIVE MANUAL

**Internet Airfares Southwest Airlines** Internet fares were submitted by Southwest Airlines. The internet fares are only available through SWABIZ ([www.swabiz.com](http://www.swabiz.com)) the business portal of Southwest Airlines. In order to access Southwest's internet only fares, each department must enroll in the SWABIZ program and establish a corporate account. Enrollment instructions and forms are available on the State of California Travel Portal at [www.travel.dgs.ca.gov](http://www.travel.dgs.ca.gov).

Internet fares are unrestricted, offer last seat availability and are for travel in either direction of the city pair. These internet fares are only available by making reservations directly through the SWABIZ portal internet site. Travel agency reservation systems cannot access these fares.

- Southwest Airlines will provide an additional 10% discount on designated flights.
- State departments that make their reservations directly through Southwest Airlines SWABIZ portal incur no booking service fees.
- Southwest Airlines does not charge baggage fees for the first two checked pieces.

In the event a State department director or designee determines that their travel agent provides a value-added service, the department may authorize its travel agency to become a "proxy" Booker on behalf of their department. Travel agency service fees would apply.

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**Authorized Form of Payment** The authorized forms of payment for the discounted airfares are:

- American Express Business Travel Account utilizing an authorized State of California travel agency.
- American Express Business Travel Account for Southwest Airlines SWABIZ.
- American Express Government Charge Card that is clearly marked with "State of California" or California State University campus name.

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**Contact Information** If you need additional information or assistance, please contact:  
Lori Wasson, Travel Program Specialist  
DGS Statewide Travel Program  
(916) 376-3992  
[lori.wasson@dgs.ca.gov](mailto:lori.wasson@dgs.ca.gov)

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**Signature** Original SAM Management Memo signed by Will Bush, Director

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Will Bush, Director  
Department of General Services

Attachments:

**2008 Airfares  
CA Intra-State City Pairs**

Contracted rates are from July 1, 2008 through June 30, 2009, with the exception of United which are October 1, 2008 through June 30, 2009. Please note all fares are designated as (YCAL) and (VCAL) in airline computer reservation systems. These fares are unrestricted and not subject to limited seating. The amount reflects a one-way fare in either direction.

Origin Airport		Airport Code	YCAL Unrestricted Govt. Fare	YCAL Airline	VCAL Capacity Controlled Govt. Fare	VCAL Airline	* Fuel Surcharge may apply
Burbank	Eureka/Arcata	BUR-ACV	\$ 279.93	United	\$ 161.67	United	*
Burbank	Monterey	BUR-MRY	\$ 240.87	United	\$ 145.00	United	*
Imperial/ELCNT	Monterey	IPL-MRY	\$ 212.66	United	\$ 129.12	United	*
Los Angeles	Chico	LAX-CIC	\$ 257.15	United	\$ 160.00	United	*
Los Angeles	Eureka/Arcata	LAX-ACV	\$ 212.66	United	\$ 129.12	United	*
Los Angeles	Palm Springs	LAX-PSP	\$ 151.90	United	\$ 88.97	United	*
Los Angeles	Redding	LAX-RDD	\$ 156.24	United	\$ 134.54	United	*
Los Angeles	San Francisco	LAX-SFO	\$ 139.00	Virgin	\$ 79.00	Virgin	n/a
Los Angeles	Santa Maria	LAX-SMX	\$ 161.67	United	\$ 100.91	United	*
Oakland	Bakersfield	OAK-BFL	\$ 189.88	United	\$ 145.39	United	*
Oakland	Imperial/ELCNT	OAK-IPL	\$ 189.88	United	\$ 129.12	United	*
Oakland	Long Beach	OAK-LGB	\$ 172.50	JetBlue	\$ 112.50	JetBlue	n/a
Oakland	Ontario	OAK-ONT	\$ 129.12	United	\$ 100.91	United	*
Oakland	Palm Springs	OAK-PSP	\$ 212.66	United	\$ 150.82	United	*
Oakland	San Diego	OAK-SAN	\$ 143.22	United	\$ 106.33	United	*
Oakland	Santa Ana	OAK-SNA	\$ 130.20	United	\$ 106.33	United	*
Oakland	Santa Barbara	OAK-SBA	\$ 195.30	United	\$ 150.82	United	*
Ontario	Eureka/Arcata	ONT-ACV	\$ 279.93	United	\$ 168.18	United	*
Ontario	Redding	ONT-RDD	\$ 279.93	United	\$ 223.51	United	*
Sacramento	Bakersfield	SMF-BFL	\$ 223.51	United	\$ 150.82	United	*
Sacramento	Crescent City	SMF-CEC	\$ 223.51	United	\$ 156.24	United	*
Sacramento	Eureka/Arcata	SMF-ACV	\$ 222.43	United	\$ 156.24	United	*
Sacramento	Fresno	SMF-FAT	\$ 189.88	United	\$ 145.39	United	*
Sacramento	Imperial/ELCNT	SMF-IPL	\$ 279.93	United	\$ 145.39	United	*
Sacramento	Long Beach	SMF-LGB	\$ 144.50	JetBlue	\$ 119.50	JetBlue	n/a
Sacramento	Los Angeles	SMF-LAX	\$ 130.20	United	\$ 83.55	United	*
Sacramento	Monterey	SMF-MRY	\$ 195.30	United	n/a		
Sacramento	Palm Springs	SMF-PSP	\$ 134.54	United	\$ 106.33	United	*
Sacramento	San Francisco	SMF-SFO	\$ 256.06	United	\$ 139.97	United	*
Sacramento	San Luis Obispo	SMF-SBP	\$ 245.21	United	\$ 129.12	United	*
Sacramento	Santa Ana	SMF-SNA	\$ 251.72	United	\$ 131.00	United	*
Sacramento	Santa Barbara	SMF-SBA	\$ 251.72	United	\$ 150.82	United	*
Sacramento	Santa Maria	SMF-SMX	\$ 251.72	United	\$ 150.82	United	*
San Diego	Bakersfield	SAN-BFL	\$ 251.72	United	\$ 134.54	United	*
San Diego	Chico	SAN-CIC	\$ 251.72	United	\$ 150.82	United	*
San Diego	Eureka/Arcata	SAN-ACV	\$ 301.63	United	\$ 139.97	United	*
San Diego	Fresno	SAN-FAT	\$ 190.96	United	\$ 122.61	United	*
San Diego	Monterey	SAN-MRY	\$ 152.99	United	\$ 106.33	United	*
San Diego	Redding	SAN-RDD	\$ 235.45	United	\$ 156.24	United	*
San Diego	San Francisco	SAN-SFO	\$ 229.00	Virgin	\$ 138.00	Virgin	n/a
San Diego	San Luis Obispo	SAN-SBP	\$ 145.39	United	\$ 95.48	United	*
San Diego	Santa Barbara	SAN-SBA	\$ 145.39	United	\$ 95.48	United	*
San Francisco	Bakersfield	SFO-BFL	\$ 223.51	United	n/a		

**2008 Airfares  
CA Intra-State City Pairs**

Origin Airport		Airport Code	YCAL Unrestricted Govt. Fare	YCAL Airline	VCAL Capacity Controlled Govt. Fare	VCAL Airline	* Fuel Surcharge may apply
San Francisco	Burbank	SFO-BUR	\$ 370.00	United	\$ 130.00	United	*
San Francisco	Chico	SFO-CIC	\$ 295.12	United	\$ 167.00	United	*
San Francisco	Crescent City	SFO-CEC	\$ 228.94	United	\$ 168.18	United	*
San Francisco	Eureka/Arcata	SFO-ACV	\$ 346.12	United	\$ 161.67	United	*
San Francisco	Fresno	SFO-FAT	\$ 235.45	United	\$ 145.39	United	*
San Francisco	Monterey	SFO-MRY	\$ 263.66	United	\$ 119.35	United	*
San Francisco	Ontario	SFO-ONT	\$ 156.24	United	\$ 111.76	United	*
San Francisco	Palm Springs	SFO-PSP	\$ 180.11	United	\$ 128.03	United	*
San Francisco	Redding	SFO-RDD	\$ 275.59	United	\$ 144.31	United	*
San Francisco	San Diego	SFO-SAN	\$ 235.45	United	\$ 150.82	United	*
San Francisco	San Luis Obispo	SFO-SBP	\$ 286.44	United	\$ 106.33	United	*
San Francisco	Santa Ana	SFO-SNA	\$ 370.00	United	\$ 130.00	United	*
San Francisco	Santa Barbara	SFO-SBA	\$ 286.44	United	\$ 111.76	United	*
Santa Ana	Eureka/Arcata	SNA-ACV	\$ 251.72	United	\$ 145.39	United	*
Santa Ana	Fresno	SNA-FAT	\$ 168.18	United	\$ 111.76	United	*
Santa Ana	Monterey	SNA-MRY	\$ 235.45	United	\$ 134.54	United	*
Santa Ana	Redding	SNA-RDD	\$ 301.63	United	\$ 139.97	United	*
Santa Ana	San Jose	SNA-SJC	\$ 130.20	United	\$ 99.82	United	*
Santa Ana	San Luis Obispo	SNA-SBP	\$ 184.45	United	\$ 150.82	United	*
Santa Barbara	San Jose	SBA-SJC	\$ 177.94	United	\$ 144.00	United	*

**2008 Airfares  
CA Out-of-State City Pairs**

Contracted rates are from July 1, 2008 through June 30, 2009, with the exception of United which are October 1, 2008 through June 30, 2009. Please note all fares are designated as (YCAL) and (VCAL) in airline computer reservation systems. These fares are unrestricted and not subject to limited seating. The amount reflects a one-way fare in either direction.

Origin Airport		Airport Code	Airline	YCAL Unrestricted Govt. Fare	VCAL Capacity Controlled Govt.Fare	* Fuel Surcharge may apply
Burbank	Las Vegas NV	BUR-LAS	JetBlue	\$ 182.50	\$ 102.50	n/a
Los Angeles	Washington DC	LAX-IAD	Virgin	\$ 299.00	\$ 199.00	n/a
Los Angeles	New York NY	LAX-JFK	Virgin	\$ 309.00	\$ 199.00	n/a
Los Angeles	Seattle WA	LAX-SEA	Virgin	\$ 249.00	\$ 139.00	n/a
Los Angeles	New Orleans LA	LAX-MSY	United	\$ 235.45	\$ 195.30	*
Los Angeles	Philadelphia PA	LAX-PHL	United	\$ 312.48	\$ 200.73	*
Los Angeles	Portland OR	LAX-PDX	United	\$ 177.94	\$ 121.52	*
Los Angeles	Seattle WA	LAX-SEA	United	\$ 177.94	\$ 121.52	*
Los Angeles	Salt Lake City UT	LAX-SLC	United	\$ 284.27	\$ 159.50	*
Oakland	Washington DC	OAK-IAD	JetBlue	\$ 332.50	\$ 192.50	n/a
Oakland	Chicago IL	OAK-ORD	JetBlue	\$ 296.00	\$ 176.00	n/a
Oakland	Denver CO	OAK-DEN	United	\$ 712.85	\$ 378.00	*
Oakland	Washington DC	OAK-WAS	United	\$ 352.63	\$ 246.30	*
Sacramento	Washington DC	SMF-IAD	JetBlue	\$ 296.00	\$ 206.00	n/a
Sacramento	Boston MA	SMF-BOS	JetBlue	\$ 336.00	\$ 206.00	n/a
Sacramento	Orlando FL	SMF-MCO	JetBlue	\$ 172.50	\$ 112.50	n/a
Sacramento	New York NY	SMF-JFK	JetBlue	\$ 332.50	\$ 202.50	n/a
Sacramento	Fort Lauderdale FL	SMF-FLL	JetBlue	\$ 356.00	\$ 266.00	n/a
Sacramento	Chicago IL	SMF-CHI	United	\$ 345.03	\$ 263.00	*
Sacramento	Detroit MI	SMF-DTT	United	\$ 363.48	\$ 246.00	*
Sacramento	Denver CO	SMF-DEN	United	\$ 274.51	\$ 201.81	*
Sacramento	Albuquerque NM	SMF-ABQ	United	\$ 346.12	\$ 222.43	*
Sacramento	New Orleans LA	SMF-MSY	United	\$ 278.85	\$ 439.95	*
Sacramento	Miami FL	SMF-MIA	United	\$ 425.32	\$ 294.00	*
Sacramento	Washington DC	SMF-WAS	United	\$ 374.33	\$ 224.00	*
Sacramento	Philadelphia PA	SMF-PHL	United	\$ 430.75	\$ 246.30	*
Sacramento	Baltimore-Wash MD	SMF-BWI	United	\$ 345.03	\$ 222.43	*
Sacramento	Houston TX	SMF-HOU	United	\$ 425.32	n/a	*
Sacramento	Salt Lake City UT	SMF-SLC	United	\$ 262.57	\$ 150.82	*
Sacramento	Dallas TX	SMF-DFW	United	\$ 334.18	\$ 193.13	*
Sacramento	Boise ID	SMF-BOI	United	\$ 246.30	\$ 129.12	*
Sacramento	San Antonio TX	SMF-SAT	United	\$ 279.93	\$ 245.00	*
Sacramento	Austin TX	SMF-AUS	United	\$ 334.18	\$ 222.43	*
Sacramento	Honolulu HI	SMF-HNL	United	\$ 456.79	\$ 232.19	*
San Diego	Seattle WA	SAN-SEA	Virgin	\$ 219.00	\$ 169.00	n/a
San Diego	Washington DC	SAN-IAD	Virgin	\$ 419.00	\$ 249.00	n/a
San Diego	New York NY	SAN-JFK	Virgin	\$ 409.00	\$ 299.00	n/a
San Diego	Salt Lake City UT	SAN-SLC	JetBlue	\$ 262.50	\$ 142.50	n/a
San Diego	Washington DC	SAN-IAD	JetBlue	\$ 402.50	\$ 192.50	n/a
San Diego	Denver CO	SAN-DEN	United	\$ 334.18	\$ 218.09	*
San Diego	Reno NV	SAN-RNO	United	\$ 150.82	\$ 117.18	*
San Diego	Seattle WA	SAN-SEA	United	\$ 222.43	\$ 173.60	*

**2008 Airfares  
CA Out-of-State City Pairs**

Origin Airport		Airport Code	Airline	YCAL Unrestricted Govt. Fare	VCAL Capacity Controlled Govt.Fare	* Fuel Surcharge may apply
San Francisco	Washington DC	SFO-IAD	Virgin	\$ 319.00	\$ 229.00	n/a
San Francisco	New York NY	SFO-JFK	Virgin	\$ 419.00	\$ 229.00	n/a
San Francisco	Las Vegas NV	SFO-LAS	Virgin	\$ 139.00	\$ 109.00	n/a
San Francisco	Seattle WA	SFO-SEA	Virgin	\$ 129.00	\$ 79.00	n/a
San Francisco	Washington DC	SFO-IAD	JetBlue	\$ 266.00	\$ 206.00	n/a
San Francisco	New York NY	SFO-JFK	JetBlue	\$ 402.50	\$ 192.50	n/a
San Francisco	Knoxville TN	SFO-TYS	United	\$ 445.94	\$ 246.30	*
San Francisco	Denver CO	SFO-DEN	United	\$ 334.18	\$ 188.79	*
San Francisco	Las Vegas NV	SFO-LAS	United	\$ 145.39	\$ 110.67	*
San Francisco	Phoenix AZ	SFO-PHX	United	\$ 222.43	\$ 139.97	*
San Francisco	Baltimore-Wash MD	SFO-BWI	United	\$ 334.18	\$ 239.79	*
San Francisco	Newark NJ	SFO-EWR	United	\$ 447.02	\$ 258.00	*
San Francisco	New York NY	SFO-NYC	United	\$ 445.94	\$ 236.53	*
San Francisco	Philadelphia PA	SFO-PHL	United	\$ 441.60	\$ 207.24	*
San Francisco	Albuquerque NM	SFO-ABQ	United	\$ 279.93	\$ 184.45	*
San Francisco	Portland OR	SFO-PDX	United	\$ 148.65	\$ 99.82	*
San Francisco	Seattle WA	SFO-SEA	United	\$ 246.30	\$ 139.97	*
San Francisco	Salt Lake City UT	SFO-SLC	United	\$ 222.43	\$ 133.46	*
San Francisco	Honolulu HI	SFO-HNL	United	\$ 469.81	\$ 376.50	*
Santa Ana	Denver CO	SNA-DEN	United	\$ 334.18	\$ 222.43	*

**2008 Airfares  
CA International City Pairs**

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Origin Airport		Airport Code	Airline	YCAL Unrestricted Govt. Fare	VCAL Capacity Controlled Govt.Fare	* Fuel Surcharge may apply
Los Angeles CA	Cancun Mexico	LAX-CUN	United	\$ 335.00	\$ 239.00	*
Los Angeles CA	London Heathrow UK	LAX-LON	United	n/a	\$ 444.00	*
Los Angeles CA	Mexico City Mexico	LAX-MEX	United	\$ 195.00	\$ 142.00	*
Los Angeles CA	Paris De Gaulle FR	LAX-PAR	United	n/a	\$ 344.00	*
Los Angeles CA	Puerto Vallarta Mexico	LAX-PVR	United	\$ 226.00	\$ 161.00	*
Los Angeles CA	Zurich Switzerland	LAX-ZRH	United	n/a	\$ 458.00	*
Oakland CA	Amsterdam Netherlands	OAK-AMS	United	\$ 861.00	\$ 402.00	*
San Francisco CA	Amsterdam Netherlands	SFO-AMS	United	\$ 861.00	\$ 402.00	*
San Francisco CA	Brussels Belgium	SFO-BRU	United	n/a	\$ 517.00	*
San Francisco CA	Copenhagen Denmark	SFO-CPH	United	\$ 1,235.00	\$ 864.00	*
San Francisco CA	Dubai UA Emirates	SFO-DXB	United	\$ 1,503.00	\$ 846.00	*
San Francisco CA	Frankfurt Germany	SFO-FRA	United	n/a	\$ 556.00	*
San Francisco CA	Geneva Switzerland	SFO-GVA	United	\$ 1,379.00	\$ 965.00	*
San Francisco CA	Helsinki Finland	SFO-HEL	United	\$ 1,217.00	\$ 852.00	*
San Francisco CA	London Heathrow UK	SFO-LON	United	n/a	\$ 393.00	*
San Francisco CA	Madrid Spain	SFO-MAD	United	n/a	\$ 510.00	*
San Francisco CA	Mexico City Mexico	SFO-MEX	United	\$ 357.00	\$ 258.00	*
San Francisco CA	Milan Malpensa Italy	SFO-MIL	United	\$ 686.00	\$ 515.00	*
San Francisco CA	Munich Germany	SFO-MUC	United	\$ 992.00	\$ 700.00	*
San Francisco CA	Paris De Gaulle FR	SFO-PAR	United	\$ 718.00	\$ 501.00	*
San Francisco CA	Puerto Vallarta Mexico	SFO-PVR	United	\$ 262.00	\$ 187.00	*
San Francisco CA	Rome Fiumicino Italy	SFO-ROM	United	\$ 1,223.00	\$ 846.00	*
San Francisco CA	Vienna Austria	SFO-VIE	United	\$ 1,237.00	\$ 866.00	*
San Francisco CA	Zurich Switzerland	SFO-ZRH	United	n/a	\$ 515.00	*