



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

**Effective: July 01, 2013**  
**Expiration: June 30, 2014**

**Travel Bulletin # 13-05**

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**SUBJECT: Discount Airfare for Official State Business**  
**PURPOSE: Extension of Contracts**  
**REFERENCE: Travel Bulletins 09-04, 10-05, 11-03 R, 12-04**

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**Purpose**

This Travel Bulletin announces the extension and addition of contracts for discount airfare. Discount airfares are available through contracts executed between the State of California and the following airlines:

- Alaska Airlines
- Delta
- JetBlue
- Southwest Airlines
- United Airlines
- Virgin America

These discount airfares are authorized for use by employees of state departments, universities, local government, and K-12 public school districts for travel on official government or school 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.

**Contract Term**

The extended contract is effective July 1, 2013 – June 30, 2014.

**Discount Airfare**

The State of California has three types of discount airfares – Unrestricted (YCAL), Restricted (Capacity-Controlled) and Internet (Variable) fares.

- 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.
- Internet (Variable) fares are Southwest Airlines “Anytime” fares. They are fully refundable unrestricted airfares that offer last seat availability and are for travel in either direction of the city pair. These variable fares can decrease or increase during the contract cycle.

**Using the Discount Airfare**

Discount YCAL and Capacity Controlled fares are available through Alaska Airlines, JetBlue, United Airlines, and Virgin America Airlines. To receive discount fares, travel must be booked through CALtravelstore, the State of California's authorized travel agency or Concur, the state's online travel booking tool. A link to Concur can be located at [www.caltravelstore.com](http://www.caltravelstore.com).

Discount Internet (Variable) fares are available through SWABIZ ([www.swabiz.com](http://www.swabiz.com)), the business portal of Southwest Airlines. Departments using the Southwest Direct Connect (SDC) have access to these rates on Concur. Links to SWABIZ and Concur can be located at [www.caltravelstore.com](http://www.caltravelstore.com).

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**Attachments**

[2013 Airfares CA Intra-State](#), [2013 Airfares CA Out-of-State](#),  
[2013 Airfares CA International](#)