



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

**Effective: July 01, 2017**  
**Expiration: June 30, 2018**

**Travel Bulletin # 17-04**

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**SUBJECT: Additional City Pairs for Official State Business**

**PURPOSE: New City Pairs for Official State Business**

**REFERENCE: Travel Bulletin # 14-04**

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**Purpose**

The purpose of this Travel Bulletin is to announce inclusion of additional discounted city pairs with the following airlines:

- Alaska Airlines/Virgin America
- Delta
- JetBlue

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 effective July 1, 2017 – June 30, 2018.

**Additional City Pairs**

Alaska Airlines/Virgin America, Delta, and JetBlue are now serving city pair routes previously served by United Airlines. Attached to this document are links to the amended contracts and routes.

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/travel](http://www.dgs.ca.gov/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.

**Usage Requirements** Effective June 30, 2017, United Airlines is no longer a contracted carrier for the State of California. United Airlines flights will still be available to state travelers; however, the State of California, for individual trips of authorized state travelers, requires the use of carrier services in the following hierarchical order.

The State of California, for individual trips of authorized state travelers, requires the use of carrier services in the following hierarchical order.

- a) Preferred Carriers – Authorized state travelers will be required to use the state’s Preferred Carriers, unless one of the following exceptions exists:
  - I) Space or flight schedules are not available to accomplish the purpose of the travel, or use of available contract service would require the traveler to incur unnecessary costs which would increase the total cost of the trip.
  - II) A non-contract carrier or City-Pair contracted carrier offers a fare that is \$30.00 lower than the Preferred Carrier’s published state discounted rate.
- b) City-Pair Carriers: Authorized state travelers who meet one of the Preferred Carrier exemptions above will be required to book one of the state’s City-Pair fares, unless one of the following exceptions exists:
  - I) Space or flight schedules are not available to accomplish the purpose of the travel, or use of available contract service would require the traveler to incur unnecessary costs which would increase the total cost of the trip.
  - II) A non-contract carrier offers a fare that is \$30.00 lower than the City-Pair’s published state fare.
- c) Non-Contracted Carriers: Authorized state travelers who meet exemptions in each of the two categories above will be authorized to book the lowest available fare, which meets their business needs, with a non-contracted carrier.

**Accessing the Discounts**

Preferred Carrier discounts are available through Southwest Airlines and Delta Airlines. Discount YCAL and Capacity Controlled fares are available through Alaska Airlines, Delta Airlines, JetBlue, and Virgin America Airlines. To receive discount fares (Preferred or City-Pair), travel must be booked through the state’s authorized travel agency, CalTravelStore, or online booking tool, Concur Travel. Links are located at [www.caltravelstore.com](http://www.caltravelstore.com). Per terms of the contract, all discounted airfares must be paid for using an account through the state’s contracted travel payment provider.

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**Attachments**

[2017 Airfares CA Intrastate, 2017 Airfares CA Out-of-State, Airline Standard Agreement Amendment #3](#)