



DEPARTMENT OF GENERAL SERVICES
STATEWIDE TRAVEL PROGRAM
TRAVEL BULLETIN

Travel Bulletin: #25-02

Effective Date: July 1, 2025

Expiration Date: June 30, 2026

SUBJECT: Airline Agreements for Official State Business

PURPOSE: New Airline Agreements for Discounted Airfare

REFERENCE: Supersedes Travel Bulletin #24-02 Airline Extension

Purpose

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

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

Airline agreements are available for discounts on 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 agreements are effective for one year, from July 1, 2025 – June 30, 2026, 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 main cabin fares.

Delta Airlines

- Up to 8% discount on select markets.

Southwest Airlines

- Up to 9% discount on all fares (excluding Basic).

United Airlines

- Up to 8% discount on select markets.

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 all contracted airlines do not 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 all contracted airlines do not 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

Standard baggage fees apply for state agency travelers. Travelers should refer to the airline's website for current rules and pricing, and to their agency's internal policies or Travel Coordinators for reimbursement guidance.

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 located in their Concur traveler profile 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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ATTN: Airline Agreements