



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

---

**Travel Bulletin:** #20-03

**Effective Date:** July 1, 2020

**Expiration Date:** June 30, 2023

**SUBJECT:** Discount Airfare for Official State Business

**PURPOSE:** New Contracted Airfare Discounts for Official State Business

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

---

### **Purpose**

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

- Southwest Airlines
- United 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 business when booked through the Statewide Travel Program (STP). Contracts are available for systemwide discounts on both carriers. Contracted airfares will be used by all state departments in accordance with the guidelines listed in the Usage Requirements and Accessing the Discounts sections 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, 2020 – June 30, 2023.

### **Discount Airfares**

#### Preferred Carriers

Preferred Carrier groups have been created for both Domestic and International markets. Preferred Carrier contracts have been awarded to one airline in each of these markets.

Preferred Carrier #1, Primary Domestic: **Southwest Airlines**

- Five percent (5%) discount on all fares

Preferred Carrier #2, Secondary Domestic: **United Airlines**

- Four percent (4%) discount on all fares

Preferred Carrier #2, International: **United Airlines**

- Four percent (4%) discount on all fares

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.

### **Usage Requirements**

Discount airfares are authorized for use by:

State Employees, for the purpose of this Travel Bulletin, a state employee is an officer or employee of the Executive Branch of California State Government.

Local/Optional Users in addition to the officers and employees of the Executive Branch of California State Government, the following may, but are not required to, obtain services under these contracts providing they are on authorized business.

- Non-Salaried: Persons who are on official state business and whose travel expenses are paid by the state (this includes volunteers, members of official task forces, consultants and members of some commissions and boards, and wards of the state).
- Elected Constitutional Officers: Governor, Lieutenant Governor, State Controller, Attorney General, Secretary of State, Superintendent of Public Instruction, State Treasurer, Insurance Commissioner, members of the Board of Equalization, and their staff members.
- State Legislative Branch: Members of the State Judicial Branch: Justices, officers, and employees of the Supreme Court of California, the Courts of Appeal, the Judicial Council of California and the State BAR of California.
- Local Agencies: Elected officials and other personnel of local agencies (city, county, city and county, district or other political subdivision within California); persons employed by or affiliated with the California Special Districts Association (CSDA), California League of Cities (CLC) or the California State Association of Counties (CSAC) or affiliated organizations.
- Kindergarten through Grade Twelve (K-12), Public School Districts, Community Colleges, California State Universities and the UC System.

### **Accessing the Discounts**

Awarded Preferred Carriers for either category will be the preferred air transportation providers for the State of California. All authorized User Agency travelers booking through the STP will be required to use a Preferred Carrier unless the following exceptions exist:

- If Preferred Carrier #1, Primary Domestic, does not have availability in a selected domestic market, all authorized User Agency travelers are required to use Preferred Carrier #2, Secondary Domestic, in the selected domestic market.
- If Preferred Carrier #2, Secondary Domestic, does not have availability in a selected domestic market, all authorized User Agency travelers may use a non-contracted carrier.
- If Preferred Carrier #2, International, does not have availability in a selected international market, all authorized User Agency travelers may use a non-contracted carrier.

**DGS Contact**

Letty Santana, Travel Program Specialist  
DGS Statewide Travel Program  
Phone: (916) 441-9671  
Fax: (916) 376-3999  
Email: [Letty.Santana@dgs.ca.gov](mailto:Letty.Santana@dgs.ca.gov)