



TRAVEL INFORMATION & POLICY

Subject:	Number:
Travel Guideline Change – Lowest Usable Airfares (Best Practices Guide)	TIP 14-03
	Date Issued: March 14, 2014
References:	Expires:
Department of General Services (DGS) Management Memo 14-03	Until Rescinded

Purpose: To inform and provide employees with guidelines and best practices relative to the purchase of the most cost effective airfare while traveling on official state business.

Policy: The Department of General Services (DGS) has updated the policy related to airfare purchases in compliance with Executive Order B-06-11. Travelers must book the lowest cost airfare whenever possible with consideration to the following types of airfare:

- Non-refundable – Travelers should first consider purchasing a non-refundable fare if the trip dates and times are fixed and there is a low probability of a change in plans; this may save 40-60% off the cost of a refundable fare. Frequent travelers should always consider the non-refundable fares when there is a high probability the unused funds (credit) will be used for future travel within the expiration period.
- Refundable - A refundable ticket may be the best option if travel plans are likely to change.
- [Contracted fares](#) (YCAL, Capacity Controlled Fares) - City pairs for which there is a contracted rate. These are typically refundable.
- Promotional fares offered on Concur Travel or through CalTravelStore.

Other Cost-Savings Factors Routing Options - Consider taking flights that include stops as long as the layovers don't significantly impact business or delay travel times.

Flexible Flight Window – Flexibility with earlier or later departure times can save significant amounts.

Advance purchase – Select advance purchase fares of 7, 14 and 21 days prior to departure. Planning ahead can save up to 50% off airline costs.

Alternate airports - Significant saving can be achieved through the use of close-proximity alternate airports.

All airfare, rail and rental car reservations must continue to be made through the Concur online tool.

**Lodging
Through
Concur**

To improve efficiency, employees will be required at some future date to reserve hotel lodging directly through Concur, just as they currently reserve airfare, rail and rental cars. More information will follow on the implementation of lodging directly through Concur.

If you have questions about this TIP, please contact Eric Lau at (916) 227-9079.

To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Katie.Kennedy@dot.ca.gov. TTY users may also call (800) 735-2922.