

**CALTRANS TRAVEL TIP 2005-06**  
**2005-2006 AIRLINE CONTRACTS**  
**(November 21, 2005)**

This note has been approved by Clark Paulsen, Chief of the Division of Accounting, to be sent to all Caltrans e-mail users by the Travel Policy Section. The Caltrans Travel Tip is intended to communicate the Department's travel policies quickly and efficiently to all Caltrans employees.

The Department of General Services (DGS) recently awarded the fiscal year 2005-2006 airline contracts. DGS issued Management Memos 05-15 and 05-10 announcing the new contracts between the State of California and the following carriers:

- Southwest Airlines
- United Airlines
- America West Airlines
- American Airlines
- JetBlue Airways
- Japan Airlines

The airline contract fares are commonly referred to as YCAL fares. YCAL fares are refundable, unrestricted and have last seat availability. This year, in addition to YCAL fares, VCAL fares have been added for some of the city pairs. VCAL fares are refundable, can be upgraded to YCAL, and are capacity controlled; meaning a limited number of seats have been specifically set aside for State, university, and local government travelers. VCAL fares are less expensive than YCAL fares; travel arrangements must be made early to obtain a VCAL fare.

Copies of Management Memos 05-15, 05-10, and city pair listings are linked below:

- [Management Memo 05-15](#)
- [Management Memo 05-10](#)
- [Intra-California City Pairs](#)
- [Out-of-State City Pairs](#)
- [International City Pairs](#)

Below are friendly reminders that can help you make airline reservations quickly, easily, and correctly.

***Remember to...***

1. Plan in advance. By making reservations a minimum of 14 days in advance, the Department can take advantage of VCAL and Southwest's low non-refundable fares.

As a reminder, the Department may purchase non-refundable tickets when the cost of the ticket is less than the contract fare. When traveling in-state, the Department is only able to purchase non-refundable fares from Southwest Airlines. When traveling out-of-state, the Department may purchase non-refundable fares from any carrier.

2. Make all airline reservations through ResX, the Department's on-line booking system. For information on how to obtain a ResX account, click [here](#).
3. Include the proper cost coding (Source District, Unit, Charge District, EA, and the Subjob or Special Designation, if required) to ensure expenditures are charged correctly.
4. Fax a copy of the approved FA0257, "Request for Approval of Out-of-State Travel", to the Travel Policy Section at (916) 227-8662, if traveling out of the State.

For more specific information on requesting airline reservations, please visit the [Caltrans Travel Guide](#).

If you have any questions or require further information, please call the Travel Information Line at (916) 227-9061 or CALNET 498-9061 between the hours of 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m.

**For individuals with sensory disabilities, documents may be obtained in alternative formats. To obtain such services, please e-mail Gilbert Petrissans at [Gilbert\\_Petrissans@dot.ca.gov](mailto:Gilbert_Petrissans@dot.ca.gov). TTY users may also call (711) or 1-800-735-2929.**

Happy Travels.



***Cal T. Rans***

Your Partner in Travel