Topic: Travel – Getting the “best” airfare for your Sac State Travel

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TO: Deans, Associate Deans, Department Chairs, Directors, Managers and Campus Business Partners

FROM: Susan Johnson, Director of Accounts Payable & Travel

To obtain the best airfare for your Sac State travel, please consider the type of trip you are taking and then look at the following options:

State YCAL and VCAL Rates
The State of California Department of General Services (DGS) contracts with airlines for common routes taken by State employees. Sacramento State is not obligated to use these rates. The rate identifiers are YCAL (unrestricted and fully refundable) and VCAL (capacity controlled – but still fully refundable). Rates on these types of tickets continue to climb each year; but, the major advantage is that they are fully refundable and can be easily changed even on the day of travel. These types of fares are good when a meeting or event is not firm and the date or time may change. You do not have to pay any change fees to cancel or change this ticket. The city pair rates can be found at [http://www.csus.edu/acpy/aptransp.htm#Airline](http://www.csus.edu/acpy/aptransp.htm#Airline).

Published Discounted Rates
Many airlines offer special discounted rates that often beat the YCAL and VCAL rates; however, these types of tickets are usually not refundable and have restrictions and change fees associated with them. These types of fares are great when the meeting, conference or event is set in stone and you are committed to the trip. However, if you need to make a change to a restricted ticket and pay an extra fee, provide a short explanation on the Travel Expense Claim Form in Section 8 (Purpose of Trip, Remarks and Details), i.e., that the meeting got out late, event date changed, emergency on campus, and so on. This brief explanation for change is required by the Chancellor’s Office travel policy whether or not the combined fare (original plus fees/penalties) is still lower then the associated YCAL or VCAL rates.

If you have any questions or suggestions, please contact Accounts Payable and Travel at sactravel@csus.edu or Susan Johnson at sjohns@csu.edu (86476).