What Fare Should I Choose?

You will see several fare types when viewing schedules in GetThere.





The example above with the American flag  represents flights on the contracted carrier. There are 3 fare options to choose from on that flight:

 \_CA : This is the government contracted capacity controlled fare.

 YCA: This is the government contracted fare.

 Note: Please review the Glossary of Terms for a description the GSA Airline City Pair Fares (YCA vs. \_CA).

 Unrestricted: This is a fare that is available to the general public.

 -DG: Non-contract fare.





In these examples above the out of policy icon  indicates that the fare on that flight is not a contract fare. ***The Out of Policy symbol means that you cannot book this flight if there is a GSA City Pair (\_CA or \_YCA) fare available, unless you have a specific exemption authorized by your Approving Official.*** This icon means there may be a matching government fare on a competing airline, and you should review the rules carefully on the “Review Trip Details” screen.

Fare Rules



Check the fare basis code for matching government fares. They can start with any letter of the alphabet followed by CA (example-GCADFWS1). Also make note of the “Passenger Type-GVT”.

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Out of Policy fares are fully refundable, and will show up with both the “Unrestricted” fare type and the “No Penalty” fare type, but may include advance purchase requirements if you selected the “No Penalty” fare type from the “Fare Preference link on the home screen.



Users who frequently book flights with Alaska Airlines and Hawaiian Airlines in the markets where there are no government contract fares should use the “No Penalty” option so you can see those fares that might require advance purchase, but do not have a penalty. These will not be displayed if you use the “Unrestricted” option.

If you select a flight that is out of policy, you will be required to give a reason for not selecting a contract flight. Here are the rules according to the FTR:

#####  §301-10.108  What requirements must be met to use a non-contract fare?

 (a) Before purchasing a non-contract fare you must meet one of the exception requirements listed in [§301-10.107](http://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter301p010.html/category/21868/#wp1203865) and show approval on your travel authorization to use a non-contract fare; and

 (b) If the non-contract fare is non-refundable, restricted, or has specific eligibility requirements, you must know or reasonably anticipate, based on your planned trip, that you will use the ticket; and

 (c) Your agency must determine that the proposed non-contract transportation is practical and cost effective for the Government.

 **Note to** [§301-10.108](http://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter301p010.html/category/21868/#wp1088805): Carrier preference is not a valid reason for using a non-contract fare.

This is an example of where you would enter the reason code for selecting a non-contract flight:



Glossary of Terms

Contract carriers—U.S. certificated air carriers which are under contract with the government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA’s scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

**Airline City Pair Program Dual Fares Fact Sheet**

**What are Dual Fares?**

In over 2000 city pairs, there are two contract fares, also known as Dual Fares: a highly discounted unrestricted fare (YCA), and a capacity controlled fare (\_CA) with an even deeper discount.  \_CA fares have a limited number of seats, but no other restrictions.  \_CA availability varies carrier-by-carrier and market-by-market. The dual airfares will allow an agency to save the most money possible, while still enjoying the same top quality service available with YCA fares.

**How is the lower Airline City Pair fare obtained?**

As mentioned, the \_CA fares are capacity-controlled with a limited number of seats at the lower fare. To maximize use of Dual Fares, ask the travel agent to book early and consider the following:

* If travel plans are uncertain (e.g., last-minute ticket changes are likely), compare the differential between the YCA and \_CA fares with the cost (if any) of the travel agent’s transaction fee to make ticketing changes. If the differential is small, it may be more cost effective to book a YCA fare from the start. If the differential is large, it may be more beneficial to book a \_CA fare and make changes, if necessary.
* If travel plans are certain (e.g., attending a conference or training) or the travel schedule is flexible, then this is a perfect opportunity to get additional savings by asking for and booking a \_CA fare. The differential between YCA and \_CA fares varies market-by-market and ranges from $1 to $446, with the average being $64 in Fiscal Year 2004.

**Why have two Airline City Pair fares?**

To achieve greater savings for the government, GSA encourages government travelers to book reservations as early as possible. Once a traveler decides that a trip is necessary, the reservation should be made. The earlier the reservation, the better the chances are that the agency will receive the additional savings with the \_CA fares. Remember, with the \_CA fares a traveler may enjoy all the benefits of the YCA fares with no restriction other than the number of seats - and can contribute to extra savings for the government and taxpayer!