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BUDGET BULLETIN	NUMBER 306	January 7, 1998
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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Air Travel Contract

The Office of General Services has awarded contracts to a number of common carriers for air transportation between cities frequently visited by State employees on official business. Pursuant to the provisions of award number S970327, the following contracts are now in force:

<u>Contract No.</u>	<u>Contractor(s)</u>
PS00482	Northwest Airlines, Inc.
PS00483	United Airlines
PS00484	US Airways
PS00485	Frontier Airlines

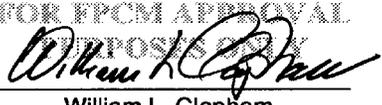
Some of the benefits available to New York State business travelers as a result of this new award include:

- C Discounts of 30 - 70% off list fare prices
- C Unrestricted fares (e.g. no advance purchase or length of stay requirements)
- C Minimum of three flights per day between most cities

Contract fare prices may be accessed through local travel agents or may be purchased directly from the airlines via Travel Request (TR). Be sure to refer to New York State fare code **YCANY**. Contract prices are available only to State employees on official business.

These contract fares constitute benchmark prices for business-related air travel by State employees. Travelers and travel agents are encouraged, however, to seek out even better fare prices than those offered pursuant to this agreement.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the procurement of air transportation services.

NYS UNIFIED COURT SYSTEM
FOR FPCM APPROVAL

William L. Clapham