

## FARE TYPES

Airline Fare Codes	Description	Policy
Lowest Available	Used to indicate that the airline fare details have not been retrieved. The fare is the least expensive fare for that option. The rules for this fare are displayed once the user clicks the embedded link.	Use if an exception is provided and no penalties, restriction or special requirements apply. If penalties, restrictions or special requirements apply, you must submit a written request to the approving official and attach the approval to AD-202 or AD-616.
Federal Government YCA Contract Fare	This fare is an unrestricted fare that has guaranteed last seat availability and is fully refundable.	Always use unless you meet one of the exceptions.
Federal Government _CA Capacity Controlled Fare	This fare option is an inventory controlled contract fare that is guaranteed but may not be available if you have to change to another flight. This is a fully refundable fare.	Always use unless you meet one of the exceptions.
Federal YCA/_CA Combination	This fare option is a combination of a capacity controlled _CA fare and an unrestricted YCA fare. This is fully refundable and the fares are guaranteed.	Always use unless you meet one of the exceptions.
Federal _CA/Published Fare Combination	This fare option is a combination of the airlines' published fares and Federal _CA Capacity Controlled Fares. Part of this fare option contains an inventory controlled contract fare that is guaranteed but may not be available if you have to change to another flight. The other part of this fare option is not protected by the airline from changing without notice and may have advance purchase requirements.	Use if an exception is provided and no penalties, restriction or special requirements apply. If penalties, restrictions or special requirements apply, you must submit a written request to the approving official and attach the approval to the AD-202 or AD-616.
Federal YCA/Published Fare Combination	This fare option is a combination of the airlines' published fares and Federal YCA Unrestricted Fare. Part of the fare is an unrestricted fare that is guaranteed. The other part of this fare option is not protected by the airline from changing without notice and may have advance purchase requirements.	Use if an exception is provided and no penalties, restriction or special requirements apply. If penalties, restrictions or special requirements apply, you must submit a written request to the approving official and attach the approval to the AD-202 or AD-616.

Non-Refundable NO CHANGES allowed	This fare option has a restriction that no changes are allowed once the ticket is purchased. This fare is not refundable and if the traveler does not travel the value of the ticket is lost.	An exception must apply first. A written request must be submitted to the approving official. Attach the approval to the AD-202 or AD-616.
NON-Refundable with a change fee	This fare is not refundable once purchased. The ticket may be exchanged for another non-refundable ticket for an additional \$50-100 fee from the airlines. There may also be an additional collection by the airlines based on the inventory available for the new ticket.	An exception must apply first. A written request must be submitted to the approving official. Attach the approval to the AD-202 or AD-616.
Non-Refundable with NO change fee	This fare is not refundable once purchased. There is no additional change fee imposed by the airline. There could be an additional collection by the airlines based on the inventory available for the new ticket.	An exception must apply first. A written request must be submitted to the approving official. Attach the approval to the AD-202 or AD-616.