ANNOUNCING DELTA AIRLINES DISCOUNT PROGRAM, GOOD FOR BUSINESS & PERSONAL TRAVEL

We are pleased to announce that the North Dakota University System, through the state’s procurement office, is participating in a discount program for Delta flights booked using the “Delta EDP Link” accessed through PeopleSoft Employee Self-Service or when booking through a travel agent. The initial discount on most classes of airfare is 2%; however, Delta will re-evaluate the overall spend by North Dakota employees after six months and deeper discounts may be applied. The program will begin July 1, 2015.

Using the discount program consists of accessing a special Delta link via PeopleSoft in order for them to recognize it is an NDUS employee making a reservation and for the discount to be applied. If you access delta.com from your internet browser without going through PeopleSoft, you will NOT receive the discount.

Below are the steps to access the discount link:

1. Log in to your Employee Self-Service at: https://adminsys.ndus.edu/psp/hehp/?cmd=login&languageCd=ENG
2. In the upper left-hand corner of the Employee Self-Service page, you will see “Delta EDP Link”
3. Access the link and you can login with your Delta login or go straight to entering your trip details and click on “Find Flights”
4. Once the fares are displayed, you should see “EDP Negotiated Fare” below the price and the select button - see screenshot below
DELTA AIRLINES DISCOUNT PROGRAM FAQs:

Who can use the program?
The program discount is offered to NDUS employees booking EITHER business or personal travel. It can also be used for buying tickets for immediate family members, if the booking is made by the employee.

Can I use a travel agent?
Yes, you can use a travel agent; however, they must complete an ATPCO Form with Delta in order to pass the discount to you. Please see the list of Travel Agents Approved to Offer Discount for those already setup. It can be found at [https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm](https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm). Click on “List Contracts.” Look for the contract name of “Air Fare Discounts – Delta” or contract number “208.” Click on “View.” Look for the attachment labeled “Travel Agents Approved to Offer Discount.” Click on “View.” If you do not see a specific travel agent in the list, please contact the State of ND Procurement Officer (Tricia Opp, 701.328.1721) for information on getting them setup. There is no fee for them to complete the form.

It would be a good idea to remind your travel agent that the State is eligible for the EDP Negotiated Rate so they don’t forget when booking your tickets.

Which fare rates are eligible for discounts?
Navigate to the same state procurement office website listed above. Right under the “Travel Agents Approved to Offer Discount” item, you will see the “Fare Class Eligible for Discount” link.

Can I use purchasing sites such as Travelocity, Expedia, Orbitz, etc.?
You will not be able to take advantage of this discount being offered if booking through these sites. The only time the discount will be applied is if you book via the “Delta EDP Link” or via a travel agent – see note above regarding the use of a travel agent.

If I book a flight using the “Delta EDP Link”, will I still earn miles in accordance with the SkyMiles program?
Yes, you will still earn miles when booking flights through this discount program. You can enter your SkyMiles number when booking your flight.

Who do I contact if I have issues accessing the “Delta EDP Link”?  
Contact the NDUS Help Desk at helpdesk.ndus.edu or call 866-457-6387. Tell them you are trying to access the “Delta EDP Link’ via PeopleSoft and describe the error message.

Can I book hotels and car rentals through the “Delta EDP Link”?  
No, hotel and car rentals are not linked to the Delta EDP program.

Do I have to book travel through Delta or can I use other airlines?  
You are not required to book flights with Delta; however, if you do use Delta you will need to access the Delta EDP Link to receive the discount or through a travel agency (see note above about using travel agents.)

I tried to access the “Delta EDP Link” and I am receiving an intranet link access error. What can I do to access the site?
Yes, if you are using Internet Explorer, go to Internet Options and under the General tab, delete your browsing history including temporary internet files, history, download history, and ActiveX filtering and tracking protection data. Also under the Delete Browsing History, make sure the “Preserve Favorites website data” check box is unchecked. Then go into back to Internet Options and click on the Security tab, Local Intranet and then the Sites button. Click Advanced and then add Delta.com. Close IE totally after getting out of the Internet Options window and try it again. If you still cannot access the site, contact the NDUS Help Desk as listed above.