

From: [Wood, Ashley \(SCC\)](#)
To: [SCC DL All Staff](#)
Subject: RE: Updated Travel Presentation
Date: Wednesday, November 5, 2025 10:20:12 AM
Attachments: [image001.png](#)
[SCC Travel Tips.pdf](#)

Hello All,


As many of you are gearing up for our December Commission meeting there has been some issues with the agency's travel card not automatically loading when trying to purchase airline tickets on Atmos. If you see the screen below, please make sure that the flights you are selecting are flights at the government rate. To make sure that you are only viewing flights at the government rate, make sure that you are on your Atmos business account and that you select "WA State govt" in the special fares dropdown AND that the "Show only special fares" box is selected (see page 26 and 27 in the SCC Travel Tips PDF and screenshots below). As always, let me know if you have any questions or are having any issues!

How would you like to pay?

☒ PAY IN FULL

\$371.60

☐ PAY MONTHLY

 from \$40/month

Credit card information

To purchase an itinerary with a government fare, you must use a government approved credit card.

Billing information

Card type*

☒ UATP

☐ Alaska Airlines commercial account

☐ Click to pay

Card number*

Expiration*

Month

Year

Security code*


Name on card*

Billing address

Country*

United States

Address line 1*



APPLY NOW & GET AN INSTANT RESPONSE

Earn 30,000 bonus points + a \$300 statement credit

after spending \$3,000 or more on purchases in the first 90 days of account opening.

Today's purchase \$372

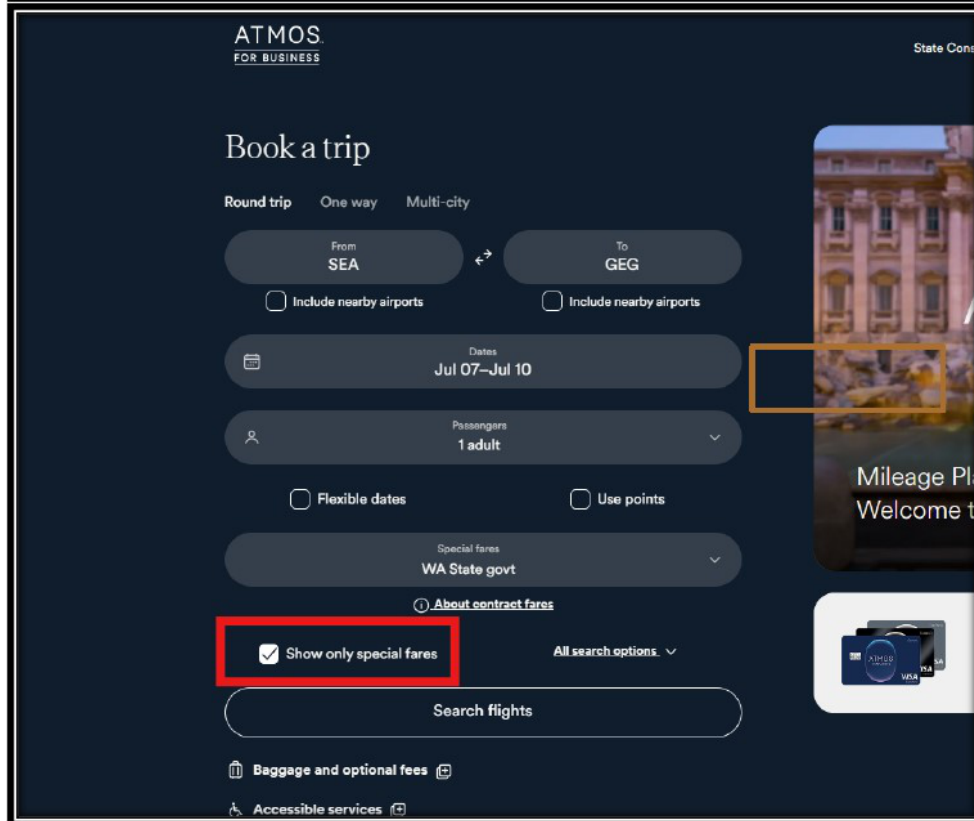
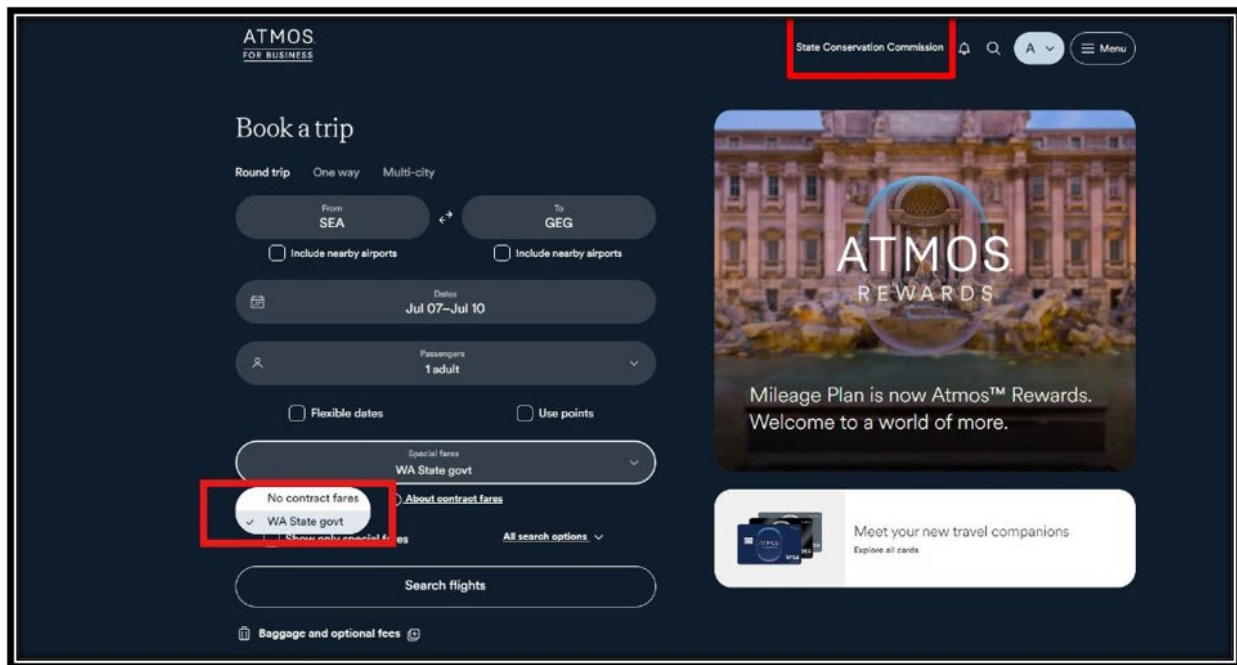
Future statement credit* - \$300

Total after statement credit \$72

Apply now

Must apply here for this offer. Offers vary elsewhere.
*One time \$300 statement credit applied to credit card statement 8-12 weeks after qualifying.

What to select to ONLY view government rates:



From: Wood, Ashley (SCC) <AWood@scc.wa.gov>
Sent: Tuesday, October 28, 2025 8:20 AM
To: SCC DL All Staff <sccallstaff@scc.wa.gov>
Subject: Updated Travel Presentation

Good Morning,

Atmos has made some changes with the process of booking flights on their website. I have updated the travel presentation and it is attached. Please feel free to reach out if you have any questions!

Ashley Wood, Fiscal Analyst

Washington State Conservation Commission
Office: 360-878-4093
Office hours: 7:00 am – 4:00 pm | scc.wa.gov

