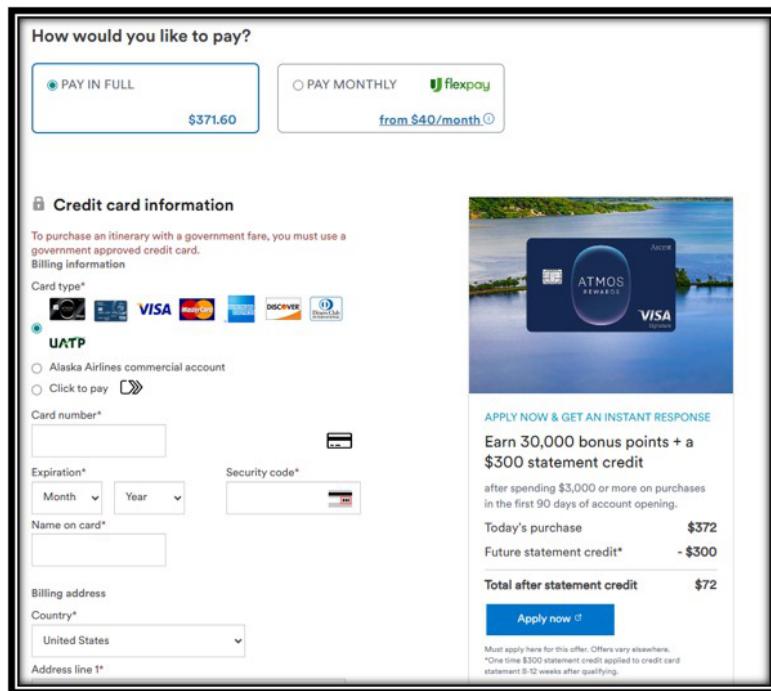


From: Wood, Ashley (SCC)
To: SCC_DL_All Staff
Subject: RE: Updated Travel Presentation
Date: Wednesday, November 5, 2025 10:20:12 AM
Attachments: image001.png
SCC Travel Tips.pdf

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!



What to select to ONLY view government rates:

ATMOS
FOR BUSINESS

Book a trip

Round trip One way Multi-city

From: SEA To: GEG

Include nearby airports Include nearby airports

Jul 07–Jul 10

Passengers: 1 adult

Flexible dates Use points

Special fares
WA State govt

No contract fares About contract fares

WA State govt Show results optional

All search options

Search flights

Baggage and optional fees

State Conservation Commission

ATMOS REWARDS

Mileage Plan is now Atmos™ Rewards.
Welcome to a world of more.

Meet your new travel companions
Explore all cards

ATMOS.
FOR BUSINESS

State Con

Book a trip

Round trip One way Multi-city

From
SEA

Include nearby airports

To
GEG

Include nearby airports

Dates
Jul 07–Jul 10

Passengers
1 adult

Flexible dates

Use points

Special fares
WA State govt

[About contract fares](#)

Show only special fares

[All search options](#)

Search flights

[Baggage and optional fees](#)

[Accessible services](#)

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

