

# Travel How-To

Washington State



Conservation  
Commission

# Enterprise How-To



# Start by going to [www.enterprise.com](https://www.enterprise.com)

The screenshot shows the Enterprise website homepage. At the top, there is a green navigation bar with the Enterprise logo on the left and links for Careers, Help, USD (\$), USA (en), and SIGN IN / JOIN on the right. Below this is a dark green horizontal menu with buttons for Rent, Buy, Share, Learn, Locations, and For Business. The main content area features a 'START A RESERVATION' section with a form for 'LOCATION (ZIP, City or Airport)' and options to 'Return to a different location' or 'Use my current location'. Below the reservation form are three promotional cards: 'Great Weekend Rates Starting at \$12.99', 'Email Offers', and 'Not an Enterprise Plus® member?'. Further down is a 'CAR RENTAL AND MUCH MORE' section with a link to 'global transportation solution'. At the bottom, there are three columns: 'Mom Hockey', 'Rent. Buy. Share.', and 'Looking for a deal?'. A black footer bar contains the text '[+] We are listening! Please share your website feedback.'

Rental Cars at Low, Affor... X

Secure | <https://www.enterprise.com/en/home.html>

enterprise

Careers Help USD (\$) USA (en) SIGN IN / JOIN

Rent Buy Share Learn Locations For Business

## START A RESERVATION

OR [VIEW / MODIFY / CANCEL](#)

LOCATION (ZIP, City or Airport)

Return to a different location  Use my current location

**Great Weekend Rates Starting at \$12.99**  
Get away this weekend in a rental at a great daily rate starting at \$12.99.

**Email Offers**  
Don't miss an excuse to hit the road: our latest offers delivered to your inbox.

**Not an Enterprise Plus® member?**  
You could be earning points toward free rentals. What are you waiting for?

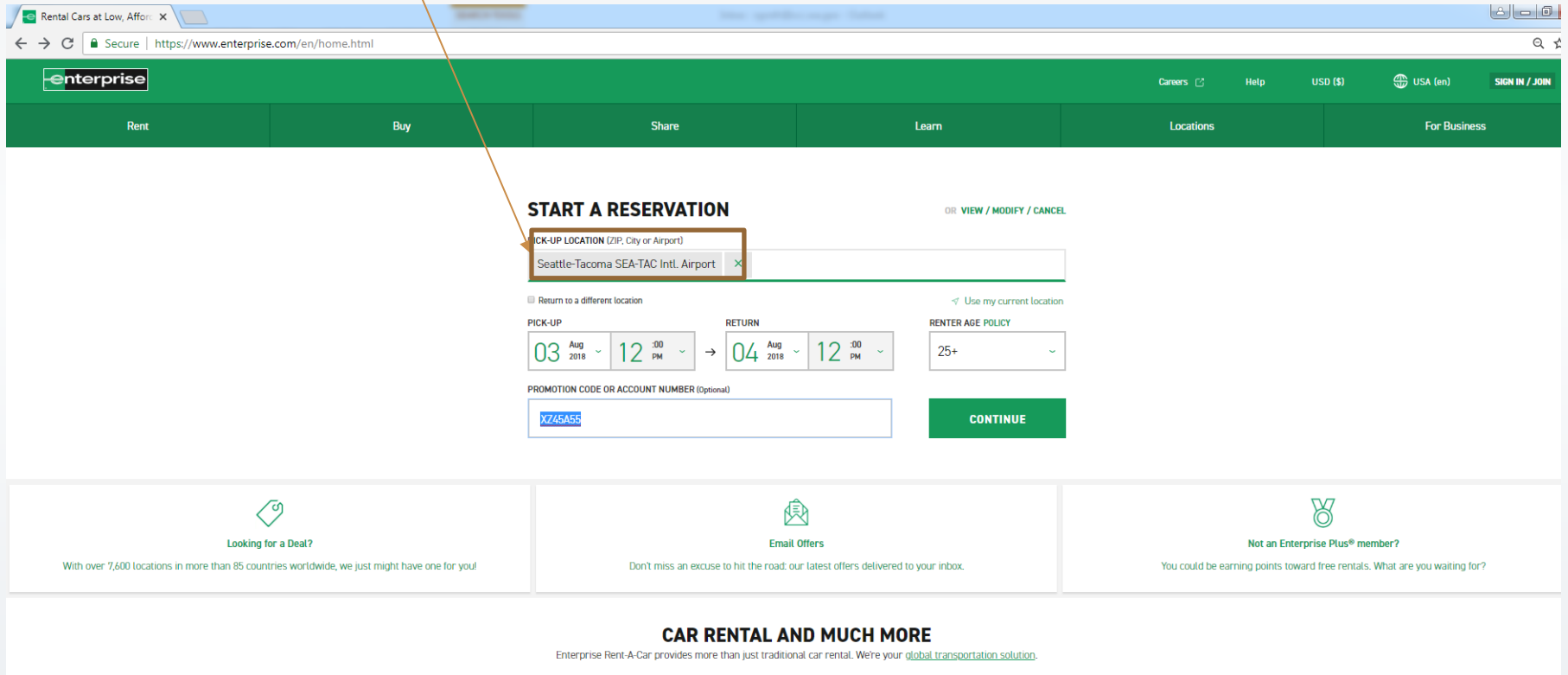
## CAR RENTAL AND MUCH MORE

Enterprise Rent-A-Car provides more than just traditional car rental. We're your [global transportation solution](#).

**Mom Hockey** **Rent. Buy. Share.** **Looking for a deal?**

[+] We are listening! Please share your website feedback.

# In the Location field enter your pick up location (in this example we are using SeaTac Airport)



Rental Cars at Low, Afford... x

Secure | https://www.enterprise.com/en/home.html

enterprise Careers Help USD (\$) USA (en) SIGN IN / JOIN

Rent Buy Share Learn Locations For Business

### START A RESERVATION

OR VIEW / MODIFY / CANCEL

PICK-UP LOCATION (ZIP, City or Airport)

Seattle-Tacoma SEA-TAC Intl. Airport

Return to a different location  Use my current location

PICK-UP: 03 Aug 2018 12:00 PM → RETURN: 04 Aug 2018 12:00 PM

RENTER AGE POLICY: 25+

PROMOTION CODE OR ACCOUNT NUMBER (Optional): XZ45A55

CONTINUE

**Looking for a Deal?**  
With over 7,600 locations in more than 85 countries worldwide, we just might have one for you!

**Email Offers**  
Don't miss an excuse to hit the road: our latest offers delivered to your inbox.

**Not an Enterprise Plus® member?**  
You could be earning points toward free rentals. What are you waiting for?

### CAR RENTAL AND MUCH MORE

Enterprise Rent-A-Car provides more than just traditional car rental. We're your [global transportation solution](#).

# In the Promotion Code or Account Number field enter: XZ45A55

The screenshot shows the Enterprise website's reservation interface. At the top, there is a green navigation bar with the Enterprise logo and links for Careers, Help, USD (\$), USA (en), and SIGN IN / JOIN. Below this is a secondary navigation bar with links for Rent, Buy, Share, Learn, Locations, and For Business. The main content area is titled "START A RESERVATION" and includes a "VIEW / MODIFY / CANCEL" link. The form fields are as follows:

- PICK-UP LOCATION (ZIP, City or Airport):** Seattle-Tacoma SEA-TAC Intl. Airport
- Return to a different location:**  (checked)
- Use my current location:**  (unchecked)
- PICK-UP:** 03 Aug 2018 12:00 PM
- RETURN:** 04 Aug 2018 12:00 PM
- RENTER AGE POLICY:** 25+
- PROMOTION CODE OR ACCOUNT NUMBER (Optional):** XZ45A55
- CONTINUE:** A green button to proceed with the reservation.

Below the reservation form, there are three promotional tiles:

- Looking for a Deal?** With over 7,600 locations in more than 85 countries worldwide, we just might have one for you!
- Email Offers** Don't miss an excuse to hit the road: our latest offers delivered to your inbox.
- Not an Enterprise Plus® member?** You could be earning points toward free rentals. What are you waiting for?

At the bottom, there is a section titled "CAR RENTAL AND MUCH MORE" with a link to "global transportation solution."

The state contract no longer states what the “preferred” vehicle type is, however please choose the most economical vehicle that meets your business needs.

*(Also note at the top the account number was added, it now says WAS WA ST CONSERVATION COMM-NASPO)*

The screenshot shows the Enterprise Rent-A-Car website interface. At the top, the account number 'WAS WA ST CONSERVATION COMM-NASPO' is displayed in a green bar, with a red box highlighting it. Below the account number, the website header includes the Enterprise logo, navigation links for 'RENTAL DETAILS', 'PICK-UP & RETURN', and 'VEHICLE Select', and a 'TERMS & CONDITIONS / POLICIES' link. The main content area is titled 'CHOOSE A VEHICLE CLASS' and shows six vehicle options arranged in a 2x3 grid. Each option includes a car image, a 'Details' link, and pricing information. The pricing is shown as 'PAY LATER' with a 'Per Day' rate and a 'Total' price. A 'SELECT' button and a 'CUSTOM RATE' link are provided for each vehicle class.

Vehicle Class	Example Vehicle	Per Day Rate	Total Price
Economy	Mitsubishi Mirage or similar	\$31.61	\$48.16
Compact	Nissan Versa or similar	\$31.61	\$48.16
Intermediate	Hyundai Elantra or similar	\$33.53	\$50.68
Standard	Kia Soul or similar		
Full Size	Toyota Camry or similar		
Small Pickup	Nissan Frontier or similar		

Next, it will ask if you want to add on any extras, we do not get special contract pricing for any of these features and you must be able to show a business need for these charges.

The screenshot shows the 'Select Extras' page on the Enterprise website. The navigation bar includes the Enterprise logo, reservation details (WAS WA ST CONSERVATION COMM-NASPO), account status (Account Number Added), and a total price of \$4,986. The main navigation shows four steps: 1. RENTAL DETAILS, 2. PICK-UP & RETURN, 3. VEHICLE, and 4. EXTRAS (selected). A 'CONTINUE TO REVIEW' button is visible in the top right.

### ADD EXTRAS

Extras included in your reservation (at no additional cost): Damage Waiver

#### Protection Products

Damage Waiver	--	--	DETAILS	Included ✓
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#### Equipment

	Sirius XM® Radio	\$ 5.99 / day	\$ 49.98 / max	DETAILS	
	Greenhouse Gas Emissions Offset	\$ 1.25 / rental	--	DETAILS	
	Child Safety Seat	\$ 9.95 / day	\$ 60.00 / max	DETAILS	
	GPS	\$ 13.99 / day	--	DETAILS	

[-] We are listening! Please share your website feedback.

Next it will ask for your contact information, and for you to confirm the purpose of the trip is for State Conservation Commission business, once you confirm the purpose of the trip is for State Conservation Commission, another box will pop up asking for the billing # 17199917.

### Contact Details

First Name \*

Last Name \*

Phone Number \*

Email Address \*

Sign up for Enterprise Email Specials

By selecting this box, you would like to receive email promotions, surveys and offers from Enterprise Rent-A-Car. Note that your email interactions can be used to perform analytics and produce content & ads tailored to your interests. Please understand that there is no charge and that you can unsubscribe at any time by (i) using the links provided in the emails or (ii) contacting us. Please consult our [Privacy Policy](#) and our [Cookie Policy](#) to find out more.

### Confirm Trip Purpose

Your account is associated with WA ST CONSERVATION COMMI-NASPO. Are you traveling on behalf of WA ST CONSERVATION COMMI-NASPO for this rental?

Yes  
 No

### Billing

I am authorized for billing privileges and am choosing to bill WA ST CONSERVATION COMMI-NASPO for this rental.

Yes

Please provide a billing number.

Enter Billing Number



<b>VEHICLE</b>	
Economy	\$ 31.61
Mitsubishi Mirage Or Similar - Automatic	
Unlimited Mileage	Included
<b>EXTRAS</b>	
9 Additional Drivers	Included
Damage Waiver	Included
<b>TAXES &amp; FEES</b>	<a href="#">Learn More</a>
Concession Recovery Fee 11.11 Pct (11.11%)	\$ 3.58
Consolidated Facility Charge 6/Day	\$ 6.00
Rta Tax 0.80 Pct (0.8%)	\$ 0.29
Sports Facility Tax 1.00 Pct (1.0%)	\$ 0.36
Vif Recovery .63/Day	\$ 0.63
Wa State Rental Tax 5.9 Pct (5.9%)	\$ 2.11
Sales Tax (10.0%)	\$ 3.58
<b>CUSTOM RATE</b>	
<b>ESTIMATED TOTAL</b>	<b>\$48.16</b>

### Rental Details [Change](#)

**ECONOMY**

**SEATTLE-TACOMA SEA-TAC INTL AIRPORT**

Wed, Aug 01, 2018 @ 12:00 PM  
Thu, Aug 02, 2018 @ 12:00 PM

Next it will offer to save you time at the counter by providing your drivers license number. You are not required to do this online, you can do it at the time of pick up. Click Reserve Now. You should get an email confirmation.

Your account is associated with WAS WA ST CONSERVATION COMM-NASPO. Are you traveling on behalf of WAS WA ST CONSERVATION COMM-NASPO for this rental?

Yes  
 No

### Save Time At The Counter

Optional - Provide additional information now and save time when you arrive.

Issuing Country:

Issuing Authority:

Driver's License Number:

Your information will be submitted over a secure connection.

### Flight Details

Optional - providing your flight information will help us keep your car ready upon arrival.

Airline Name:

Flight Number (Optional):

I don't have a flight  
My airline isn't listed

### Complete Your Booking

Payment Method To Be Determined

#### Rental Details

[CHANGE](#)

**STANDARD**

**SEATTLE SEA-TAC AIRPORT**

Wed, Feb 21, 2018 @ 6:00 PM  
Thu, Feb 22, 2018 @ 6:00 PM

. Damage Waiver  
WAS WA ST CONSERVATION COMM-NASPO (Account Number Added)

#### Rental Terms

**RENTAL POLICIES**

- > Rental Terms and Conditions
- > Miscellaneous
- > Mileage
- > Age
- > After Hours Service

Please see your negotiated contract agreement for rental policies.

[-] We are listening! Please share your website feedback.

# Reminder about refueling of rental vehicles:

At all National and Enterprise airport locations, vehicles are provided with a full tank of gas. At off-airport locations, vehicles may be provided with less than a full tank of gas. Both National and Enterprise offer our renters several refueling options. Refueling rates vary by location, and the option selected. Travelers may choose one of the following:

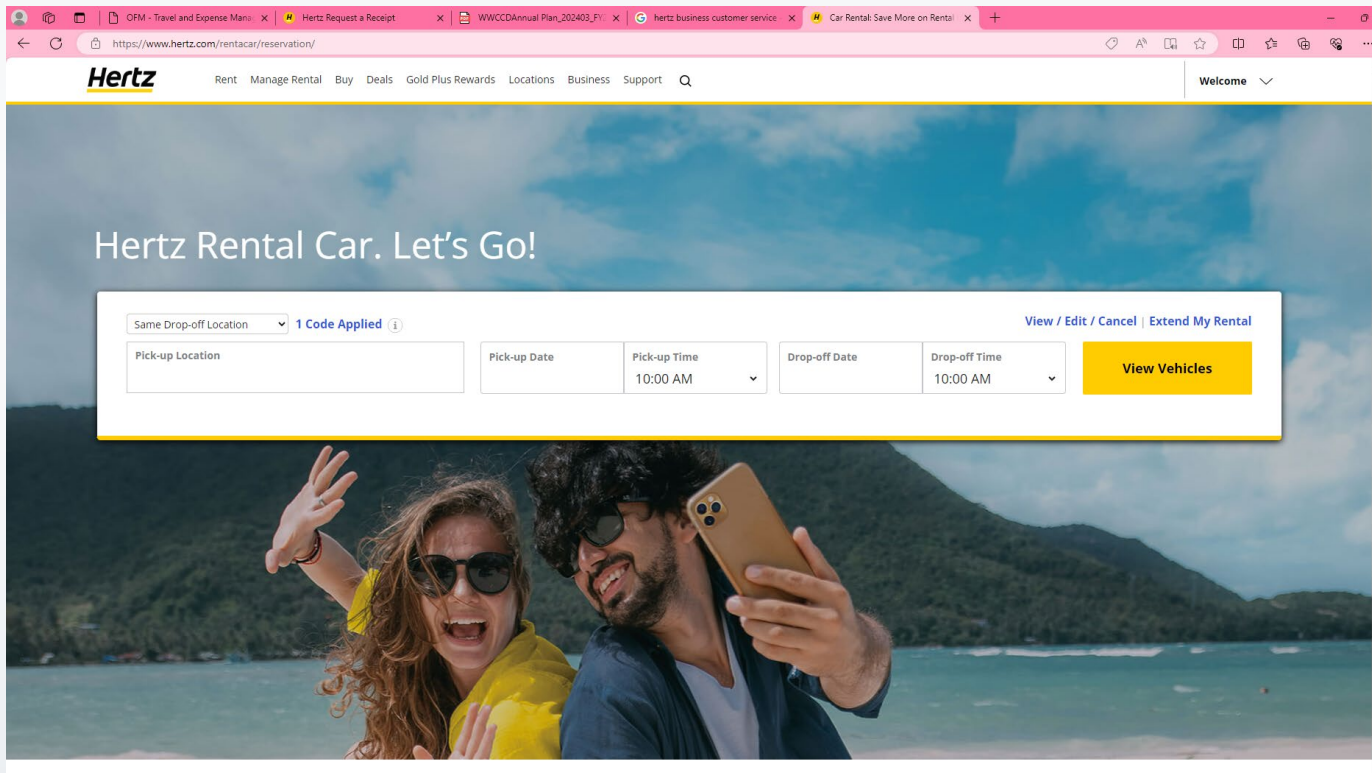
- **Option A.** Prepay at all airport locations and select off-airport—At the time of rental pick up, renters may purchase a full tank of gas at competitive industry pre-purchase fuel prices. Just ask the rental agents for the Fuel Service Option (FSO).
- **Option B.** We refuel—The renter will be charged the refueling rate based on current self-service, per-gallon pricing, plus a fee of up to 50 percent. Corporate locations will cap the maximum refueling charge at \$2 per gallon above current full-service, per-gallon pricing.
- **Option C.** You refuel—The renter replaces all gallons used before returning the vehicle to avoid all refueling charges

**It is preferred that you use option C, refuel the vehicle before it is returned, as this is the most cost effective method for the state.** If special circumstances arise, weather/traffic delays and you run the risk of missing your flight, it's okay to return the vehicle with less than a full tank of gas. This should only be done when you run the risk of missing your flight. If you need to do this please send an email explaining the situation to Sarah & Ashley so we can put it with the bill for audit purposes.

# Hertz How-To



Go to: <https://www.hertz.com/rentacar/ap/ap-login>



# In the Applicant Program Number field enter 44114197. Click Login.

**Hertz** Rent Manage Rental Buy Deals Gold Plus Rewards Locations Business Support Q

## LOGIN

Welcome Applicant Program Member!

The Hertz Applicant Program provides our accounts with a secure and confidential method of booking rentals for your travelers online. All reservations made to your account will be automatically billed directly to the designated preferred payment method specified by the program.

To enter our Applicant Program site, log in below with your Applicant Program number.

Applicant Program Number:

Login

YouTube Instagram Twitter Facebook

Please enter password:  
**Conserve01**

**Hertz** Rent Manage Rental Buy Deals Gold Plus Rewards Locations Business Support Q

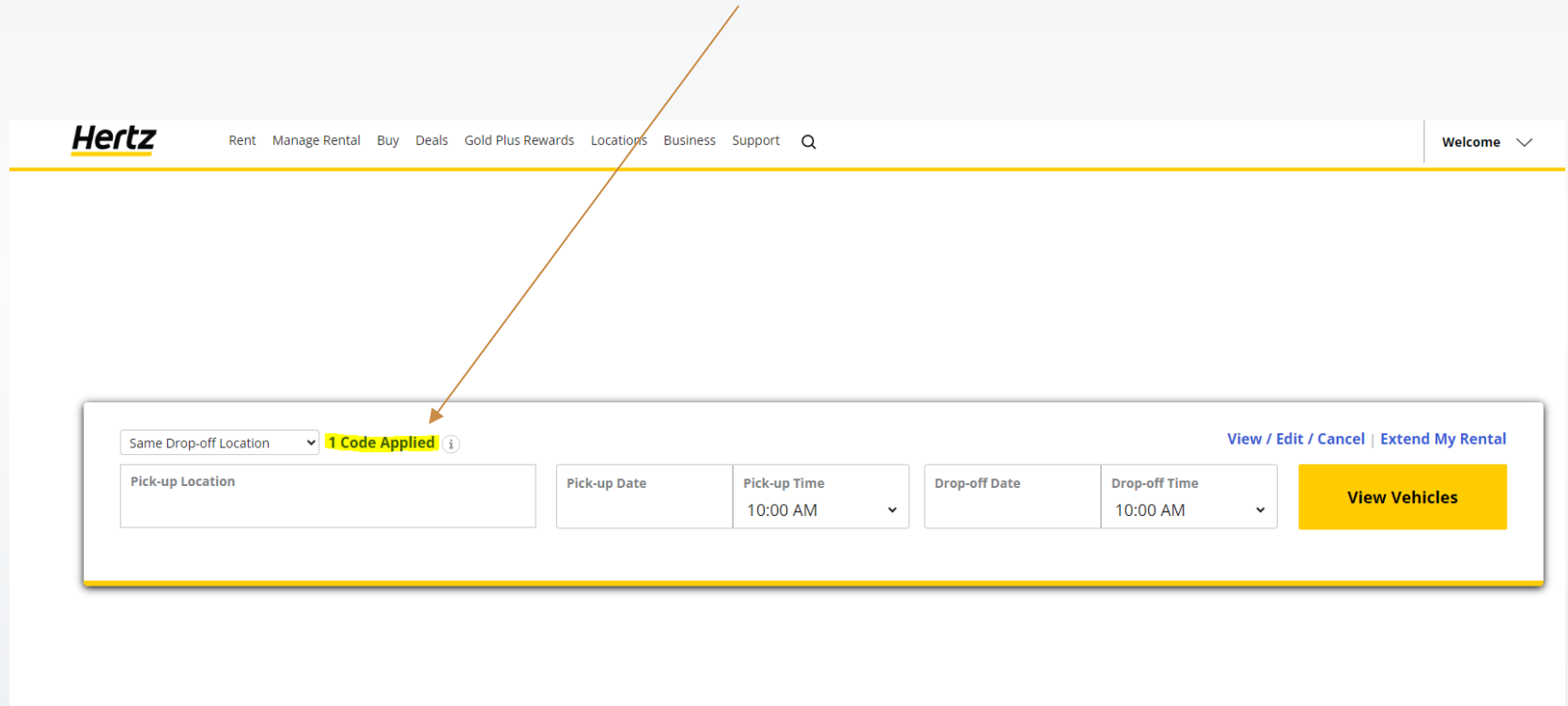
OGIN

Password:

Login

YouTube Instagram Twitter Facebook

You are ready to reserve your vehicle.  
Please make sure that the “1 Code Applied” is shown on this page.



The screenshot shows the Hertz website's reservation interface. At the top left is the Hertz logo. The navigation menu includes: Rent, Manage Rental, Buy, Deals, Gold Plus Rewards, Locations, Business, Support, and a search icon. On the top right, it says "Welcome" with a dropdown arrow. Below the navigation is a large white form area. A callout box with a yellow border highlights a section of the form. Inside this box, there is a dropdown menu for "Same Drop-off Location" with a downward arrow. To its right, the text "1 Code Applied" is displayed in yellow, followed by a small information icon (i). Further right in the callout box are links for "View / Edit / Cancel" and "Extend My Rental". Below these links are several input fields: "Pick-up Location" (a text box), "Pick-up Date" (a text box), "Pick-up Time" (a dropdown menu showing "10:00 AM"), "Drop-off Date" (a text box), and "Drop-off Time" (a dropdown menu showing "10:00 AM"). To the right of these fields is a yellow button labeled "View Vehicles". An orange arrow points from the top of the callout box to the "1 Code Applied" text.







The state contract no longer states what the “preferred” vehicle type is, however please choose the most economical vehicle that meets your business needs.

**Hertz**

Pick-up Location: Seattle Tacoma Airport | Pick-up Time: Wed, May 01, 2024 at 10:00 ... | Drop-off Time: Fri, May 03, 2024 at 10:00 AM | 0.00

1: EDIT ITINERARY | 2: CHOOSE A CAR | 3: MAKE YOUR RENTAL EVEN BETTER | 4: REVIEW & BOOK

Sort Vehicle By: Price | Size | Results 1 - 25 | [Display all\(29\)](#)

 <p><b>Large Sedan</b> (F) Chevrolet Malibu or similar ⓘ</p> <p>5 seats   4 doors   A class   19 mpg</p> <p><b>38.06</b> USD Per Day (119.49 USD Approx Tot)</p> <p><b>Select</b></p>	 <p><b>Small SUV</b> (Q4) Nissan Rogue or similar ⓘ</p> <p>5 seats   4 doors   A class   25 mpg</p> <p><b>58.62</b> USD Per Day (173.35 USD Approx Tot)</p> <p><b>Select</b></p>	 <p><b>Standard 5 Passenger SUV</b> (L) Chevrolet Equinox or similar ⓘ</p> <p>5 seats   4 doors   A class   21 mpg</p> <p><b>58.62</b> USD Per Day (173.35 USD Approx Tot)</p> <p><b>Select</b></p>
 <p><b>Medium 7 Passenger SUV</b> (L4) Nissan Pathfinder or similar ⓘ</p> <p>7 seats   2 doors   A class   28 mpg</p> <p><b>88.81</b> USD Per Day (252.43 USD Approx Tot)</p> <p><b>Select</b></p>	 <p><b>Large SUV</b> (T) GMC Yukon or similar ⓘ</p> <p>7 seats   4 doors   A class   19 mpg</p> <p><b>88.81</b> USD Per Day (252.43 USD Approx Tot)</p> <p><b>Select</b></p>	 <p><b>Extra Capacity Large SUV</b> (T6) Chevrolet Suburban or similar ⓘ</p> <p>7 seats   6 doors   A class   19 mpg</p> <p><b>225.76</b> USD Per Day (611.24 USD Approx Tot)</p> <p><b>Select</b></p>

Next, it will ask if you want to add on any extras. Insurance coverage is pre-selected and there is no need to make any changes.

**Hertz**

Pick-up Location: Seattle Tacoma Airport | Pick-up Time: Wed, May 01, 2024 at 10:00 ... | Drop-off Time: Fri, May 03, 2024 at 10:00 AM | 119.49 USD

1: EDIT ITINERARY | 2: CHOOSE A CAR | 3: MAKE YOUR RENTAL EVEN BETTER | 4: REVIEW & BOOK

You have planned your trip, now protect it! [Continue](#)

**Recommended**

- Protect the Car**  
Don't pay a thing and don't file an insurance claim if your rental gets damaged or stolen when you add Loss Damage Waiver (LDW).  
[More Details](#)  
**Pre-Selected**  
150,825 added last month
- Protect yourself from liability**  
Protect yourself and authorized drivers from accident liability. Plus, get uninsured or under-insured motorist protection.  
[More Details](#)  
**Remove**  
59,338 added last month
- Drive with total peace of mind**  
Reduce your financial liability for non-mechanical car issues such as missing key, lockout, dead battery, spare tires, empty fuel tank and more when you add Personal Emergency Roadside Assistance (PERS).  
[More Details](#)  
**\$9.99 Per Day**  
**Add**  
23,926 added last month
- Skip the Pump and Save Time**  
Pay for gas now and you won't need to refuel before you return.  
[More Details](#)  
**\$83.57 Per Item per rental**  
**Add**  
28,261 added last month

**SiriusXM®**  
Get satellite radio to enjoy ad-free music, plus sports, comedy, talk and news no matter where you drive.  
[More Details](#)

### Service options

**Ski Equipped Vehicles**  
Optional ski racks for the transportation of your ski equipment.  
[More Details](#)

[Add](#)

### Additional rental equipment

**Infant Child Seat**  
For infants less than one year and weigh up to 20 pounds or up to 9 kgs.  
[More Details](#)

**\$13.99 Per Day**

[Add](#)

**Child Seat**  
Forward facing for children weighing 20-40 pounds or 8kgs-18 kgs and up to 40 inches/101 cms in height.  
[More Details](#)

**\$13.99 Per Day**

[Add](#)

**Booster Seat**  
For children weighing 40 to 80 lbs or 18kg-36kgs.  
[More Details](#)

**\$13.99 Per Day**

[Add](#)

We do not get special contract pricing for any additional features and you must be able to show a business need for any of these charges.

Please enter your driver information and enter "0" in the Authorization Number field. Click Submit.

The screenshot displays the Hertz checkout interface. At the top, the Hertz logo is on the left. A dark grey header bar contains three sections: 'Pick-up Location' (Seattle Tacoma Airport), 'Pick-up Time' (Wed, May 01, 2024 at 10:00 ...), and 'Drop-off Time' (Fri, May 03, 2024 at 10:00 AM). Below this, a progress bar shows three steps: '1: EDIT ITINERARY', '2: CHOOSE A CAR', and '3: MAKE YOUR RENTAL EVE'. The main heading is 'Checkout'. Underneath is a 'Driver Information' section with a yellow underline. It contains four input fields: 'First Name:', 'Last Name:', 'E-mail:', and 'Authorization Number'. The 'Authorization Number' field contains the digit '0' and is highlighted with a brown border. Below this is an 'Arrival/Flight Information (Optional Details)' section with a '+' icon. At the bottom, there is a blue 'Submit' button, also highlighted with a brown border. A brown arrow points from the 'Submit' button back up to the 'Authorization Number' field. A disclaimer at the bottom reads: 'By clicking on the "Submit" button, you confirm that you understand and accept our Rental Qualification and Requirements, Terms and Conditions.'

**Hertz**

**Pick-up Location**  
Seattle Tacoma Airport

**Pick-up Time**  
Wed, May 01, 2024 at 10:00 ...

**Drop-off Time**  
Fri, May 03, 2024 at 10:00 AM

1: EDIT ITINERARY    2: CHOOSE A CAR    3: MAKE YOUR RENTAL EVE

### Checkout

**Driver Information**

First Name:

Last Name:

E-mail:

Authorization Number:

**Arrival/Flight Information** (Optional Details)




Travel information +

By clicking on the "Submit" button, you confirm that you understand and accept our [Rental Qualification and Requirements, Terms and Conditions](#).

**Submit**

It is preferred that you return the vehicle with a full tank of gas, as this is the most cost effective method for the state.

**Take advantage of our time-saving Fuel Purchase Option.**  
Make drop-off stress-free.

 <b>\$5.01</b> Per Gallon*	×	 <b>16.68</b> Gal Gas Tank Size*	=	 <b>\$83.57</b> Total Cost*
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\*Prices vary by location and actual vehicle rented. If FPO is selected, you will not receive credit for fuel left in the tank at time of return. Excludes taxes, if applicable.

*If special circumstances arise, weather/traffic delays and you run the risk of missing your flight, it's okay to return the vehicle with less than a full tank of gas. This should only be done when you run the risk of missing your flight. If you need to do this, please send an email explaining the situation to Sarah & Ashley so we can put it with the bill for audit purposes.*

Drive safe and don't forget your  
driver's license!

# Alaska Atmos How-To



# Atmos for Business

- If you don't already have an Atmos for Business account, please contact Ashley Wood to setup 😊

# Go to [alaskaair.com](https://alaskaair.com)

- Click the person icon in the top right hand corner and hit the “Sign-in” button

The screenshot shows the Alaska Airlines website interface. At the top right, a red box highlights the user account area, which includes a person icon, a search icon, a globe icon, and a 'Menu' button. Below the person icon is a dark blue 'Sign in' button, and below that is a white 'Join now' button. A dropdown menu is open from the person icon, listing various account management options: Account overview, Trips, Wallet, Profile and settings, Rewards, Discounts/Companion Fare, Points activity, Buy, share, or gift points, Membership card, and Upgrade certificates. The main content area features a 'Book a flight' section with options for Round trip, One way, and Multi-city. Below this are fields for 'From' and 'To' destinations, checkboxes for 'Include nearby airports', and date pickers for 'Departing' (10/24/2025) and 'Returning' (10/30/2025). There are also dropdowns for 'Adults' (1 adult) and 'Children' (0 children), and a 'Flexible dates' checkbox. At the bottom, there is a promotional banner for the 'ATMOS REWARDS VISA Signature' card, featuring a scenic landscape background. The banner includes the text 'LIMITED TIME ONLINE OFFER', 'Earn 50,000 bonus points + a \$300 statement credit after spending \$4,000 or more on purchases in the first 120 days of account opening.', and an 'Apply now' button. A small disclaimer at the bottom of the banner reads: 'Must apply here for this offer. Offers vary elsewhere. Residents of the US and its territories only. See full disclosure for details.'

# Enter your User ID and password and hit the “Sign-in” box

## ATMOS REWARDS

A loyalty program by



Mileage Plan is now Atmos™ Rewards

[About Atmos Rewards](#)

User ID or account number\*

awood@scc.wa.gov

You can sign in using your existing Mileage Plan details.

Password\*

.....



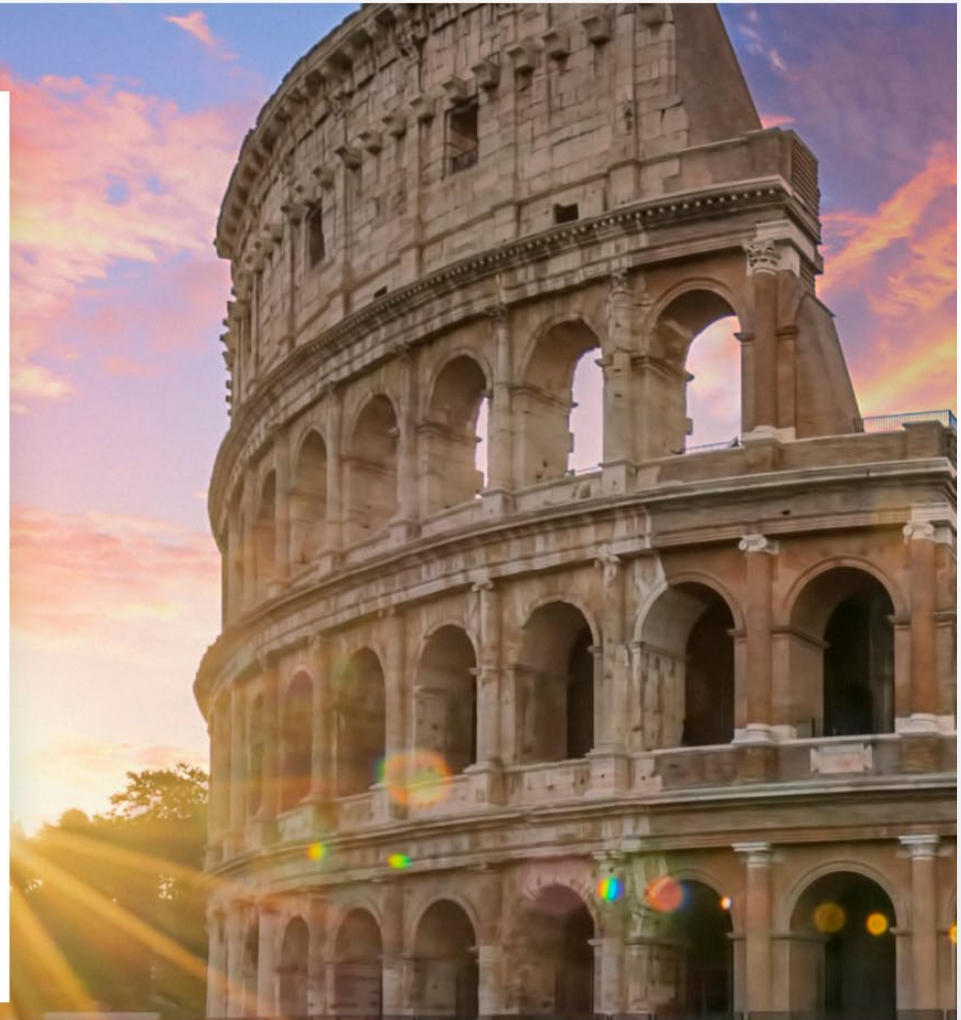
I'm not a robot



[Need help signing in?](#)

Sign in

Not a member? [Join now](#)



Once signed in, click on the box that will have your first initial. Then click “Switch to business account” to ensure you will be able to book government airfare rates

The screenshot displays the Alaska Airlines website interface. At the top, the Alaska Airlines logo and the ATMOS REWARDS logo are visible. Below the navigation bar, the 'Book a flight' section is active. A notification banner states: 'Prices now show the total trip cost upfront, so they may appear higher.' The flight search form includes options for 'Round trip', 'One way', and 'Multi-city'. The 'From' and 'To' fields are empty, with a swap button between them. There are checkboxes for 'Include nearby airports'. The departure date is set to 10/24/2025 and the return date to 10/30/2025. The passenger count is 1 adult and 0 children. A 'Flexible dates' checkbox is also present. A promotional banner at the bottom features a scenic image and the text: 'LIMITED TIME ONLINE OFFER Earn 50,000 bonus points'. A user profile dropdown menu is open, showing the user's name 'ASHLEY W.', account type 'Regular', and 'Available points: 0'. A red box highlights the 'Switch to business account' button within this menu. Other menu items include 'Account overview', 'Trips', 'Wallet', 'Profile and settings', 'Rewards', 'Discounts/Companion Fare', 'Points activity', 'Buy, share, or gift points', 'Membership card', and 'Upgrade certificates'.

Enter your desired airports and dates and make sure you select “WA State govt” in the Special Fares dropdown. Ensure that it says “State Conservation Commission in the upper right hand corner.

The screenshot shows the ATMOS FOR BUSINESS flight booking interface. At the top left is the logo "ATMOS FOR BUSINESS". In the top right corner, the text "State Conservation Commission" is displayed within a red rectangular box. Below the logo, the "Book a trip" section includes options for "Round trip", "One way", and "Multi-city". The "From" field is set to "SEA" and the "To" field is set to "GEG". There are checkboxes for "Include nearby airports" under both fields. The "Dates" field shows "Jul 07–Jul 10". The "Passengers" field shows "1 adult". There are checkboxes for "Flexible dates" and "Use points". The "Special fares" dropdown menu is open, showing "WA State govt" as the selected option, which is highlighted by a red box. Other options in the dropdown include "No contract fares" and "About contract fares". Below the dropdown is a "Search flights" button. At the bottom left, there is a link for "Baggage and optional fees". On the right side of the interface, there is a promotional banner for "ATMOS REWARDS" with the text "Mileage Plan is now Atmos™ Rewards. Welcome to a world of more." Below this banner is a section for "Meet your new travel companions" with an image of an ATMOS Rewards Visa card and a link to "Explore all cards".

You will also need to select the “Show only special fares” box. Then select “Search flights” box

ATMOS  
FOR BUSINESS

State Conse

### Book a trip

Round trip One way Multi-city

From SEA To GEG

Include nearby airports  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

If you are automatically signed into your business account when you sign in, your screen will look like this. Make sure to select the “Show only special fares” box and select “WA State Govt” in the dropdown

The screenshot shows the Alaska Airlines website search interface. At the top, the browser address bar displays <https://www.alaskaair.com/search/>. The navigation bar includes the "ATMOS FOR BUSINESS" logo, the "State Conservation Commission" name, and a menu icon. The main heading is "Book a flight".

A note states: "Prices now show the total trip cost upfront, so they may appear higher." Below this, there are radio buttons for "Round trip" (selected), "One way", and "Multi-city".

The flight search form includes the following fields:

- From:** Seattle, WA (SEA-Seattle/Tacoma Intl.)
- To:** Spokane, WA (GEG-Spokane Intl.)
- Include nearby airports:** Two checkboxes, both unchecked.
- Departing:** 07/07/2026
- Returning:** 07/10/2026
- Adults:** 1 adult
- Children:** 0 children
- Flexible dates:** Unchecked checkbox.

On the right side of the form, a red box highlights the following options:

- Use points
- Show only special fares
- Special Fares (optional):** WA State Govt
- Upgrade type:** No preference
- Discount code (optional):** (empty field)

A "Find flights" button is located at the bottom right of the search form.

You will know that you are viewing government rates if you only see one flight option labeled “Main” and there is a green dome next to the price of the flight. Select the flight you would like

Depart: SEA–GEG

All fares are round-trip per passenger, including taxes and fees. **Baggage fees may apply.** @

Money

Points

Filters

14 Results

Sorted by: Stops ↑

Compare fares

Low fare alert



AS 2358

7:50 am

SEA

Nonstop

1h 6m

8:56 am

GEG

AS 2358 — Operated by Horizon Air as AlaskaHorizon

Details

Seats

Main

Main

\$377

Round trip

Low fare alert



AS 163

9:54 am

SEA

Nonstop

1h 12m

11:06 am

GEG

Main

\$377



Round trip

Details

Seats

Low fare alert

Select return flight you would like. Make sure you are still only viewing government fares by ensuring that there is still only one option for flights labeled “Main” and that there is a green down next to the price

Flight Details	Fare Type	Price
<p><b>Low fare alert</b></p> <p>AS 2009 GEG 3:16 pm Nonstop SEA 4:27 pm 1h 11m</p> <p>AS 2009 — Operated by Horizon Air as AlaskaHorizon</p> <p>Details Seats</p>	Main	\$377  Round trip
<p><b>Low fare alert</b></p> <p>AS 162 GEG 7:06 pm Nonstop SEA 8:23 pm 1h 17m</p> <p>Details Seats</p>	Main	\$377  Round trip


# Confirm flight details and select “Add to cart” button.

Change your search

Show pricing in:  Money  Points

## Trip summary [Clear all selections](#)


**Departing** [Change flight](#)

 **Seattle (SEA) to Spokane (GEG)**  
Tuesday, July 7

AS 3004 1h 9m


**9:56 am** ————— **11:05 am**

SEA GEG

 AS 3004 — Operated by SkyWest Airlines as AlaskaSkyWest

[Details](#) [Seats](#)


**Returning** [Change flight](#)

 **Spokane (GEG) to Seattle (SEA)**  
Friday, July 10

AS 3294 1h 17m

**4:46 pm** ————— **6:03 pm**

GEG SEA

 AS 3294 — Operated by SkyWest Airlines as AlaskaSkyWest

[Details](#) [Seats](#)

**Total: \$377** per person, round trip.

[Add to cart](#)

# Confirm flight is refundable and that total cost is within the price on state contract for flight route. Hit "Continue to checkout"

## ASHLEY's cart

[Change flights](#) [Currency converter](#)

**Departing**

**Seattle (SEA) to Spokane (GEG)**  
Tuesday, July 7  
1h 9m 222 miles

AS 3004 1h 9m  
**9:56 am** ————— **11:05 am**  
SEA GEG

AS 3004 | Main (Y) | Operated by SkyWest Airlines as AlaskaSkyWest  
Check-in with Alaska Airlines

[Details](#) [Seats](#)

**Returning**

**Spokane (GEG) to Seattle (SEA)**  
Friday, July 10  
1h 17m 222 miles

AS 3294 1h 17m  
**4:46 pm** ————— **6:03 pm**  
GEG SEA

AS 3294 | Main (Y) | Operated by SkyWest Airlines as AlaskaSkyWest  
Check-in with Alaska Airlines

[Details](#) [Seats](#)

### Price summary

**Airfare** **\$376.60**  
Refundable

**Standard fare, taxes, fees and charges**

United States Flight Segment Tax Domestic	\$10.40
US psgr. facility charge	\$9.00
US Sept. 11 security fee	\$11.20
US Transportation Tax	\$24.14

Passengers x1

**Total price** **\$376.60**  
or starting at \$40/mo ⓘ

[Continue to checkout](#)

✔ Free cancellation within 24 hrs of purchase

# Select Passenger name in dropdown- whether yourself or employee you are booking flight for



## Checkout: Passenger information

\* Required

### Passenger names and loyalty program numbers

The Transportation Security Administration (TSA) requires the collection of Secure Flight information (full legal name, gender, date of birth) for each passenger. Enter all passenger names as they appear on the passenger's government-issued photo ID. For information about our privacy practices, see our [privacy notice](#).

**Passenger 1**

Myself

Legal first name*	Middle name (if on ID)	Legal last name*	Suffix	Loyalty program and number
Ashley		Wood	None	Atmos Rewards [REDACTED]

[Add loyalty program](#)

Gender\* F - Female

Birth date\* [REDACTED]

[Enter known traveler or redress number](#)

[Request Assistance](#) (Wheelchair, service animal, other disability services)

### Contact information

# Select contact in the “Contact name” dropdown and then hit green “Continue” button at bottom of page

https://www.alaskaair.com/booking/travelers

OFM - Travel and Ex... Book a flight reserv... Formstack ID HACP Extended Edit... Home Lacey Staff Calendar... OFM - Travel and Ex... Per Diem Rates GSA SinglePoint - U.S. Ba... State Administrative... Welcome to Access... Report

### Contact information

Please provide the following passenger contact information. In case of a flight change or cancelation, we'll attempt to contact the passenger through all available means. Message and data rates may apply.

#### Passenger contact

Contact name  
Myself

Contact phone number  
[Use an alternate phone number](#)  
360-407-6202

Contact email  
[Use an alternate email address](#)  
awood@scc.wa.gov

#### Arranger contact (if different from passenger)

Arranger name  
Ashley Wood

Country code  
United States/Canada (+1)

Phone (with area code)  
3604076202

#### Purchaser (person purchasing this reservation)

Country of residence\*  
United States

Zip/postal code\*  
98503

#### Email confirmation and receipt

# Either select or skip seat selection. Only select seats that are labeled “Main” and do not have an extra cost.

The screenshot shows the Alaska Airlines booking interface. At the top, the browser address bar displays <https://www.alaskaair.com/booking/travelers>. Below the browser, a navigation bar shows the flight route SEA to GEG with a 1h 9m duration. The flight class is 13B Ashley Wood Main Cabin. A seat selection grid is displayed, showing rows 6 through 20. A tooltip for seat 13B is visible, labeled "13B Main Cabin, Aisle". To the right of the grid, a legend titled "Legend + benefits for this flight" lists three options: Premium Class (+\$15 USD), Main Preferred (+\$0 USD), and Main Cabin (Seat available). The Main Cabin option is selected. Below the legend, the total due for seats is shown as \$0 USD. At the bottom, there are two buttons: "Next flight" and "Continue to payment". A disclaimer at the very bottom states: "Seat assignments and actual availability are subject to change."

SEA 1h 9m GEG 13B Ashley Wood Main Cabin

**Legend + benefits for this flight**

- Premium Class**  
Upgrade seat | +\$15 USD  
Priority boarding and early overhead bin access  
Up to 4 extra inches of legroom  
Free drinks on 350+ mile flights  
Wi-Fi available  
Free onboard entertainment
- Main Preferred**  
Selected seating | +\$0 USD  
Preferred seating  
Wi-Fi available  
Free onboard entertainment
- Main Cabin**  
Seat available  
Wi-Fi available  
Free onboard entertainment
- Unavailable**

Total due for seats: \$0 USD

Next flight

Continue to payment

Seat assignments and actual availability are subject to change.

# Once seat selection is complete, make sure the total due for seats is \$0 and hit “Continue to payment” button

The screenshot shows the Alaska Airlines booking interface. At the top, the browser address bar displays <https://www.alaskaair.com/booking/travelers>. The flight details are GEG to SEA, departing on Thursday at 17m, for passenger Ashley Wood in the Main Cabin (13B).

The seat selection grid shows rows 6 through 21. Row 13 is highlighted, and seat 13A is selected, marked with 'AW'. The legend on the right lists the benefits for each class:

- Premium Class** (Dark Green): Upgrade seat | +\$15 USD. Benefits include Priority boarding and early overhead bin access, Up to 4 extra inches of legroom, Free drinks on 350+ mile flights, Wi-Fi available, and Free onboard entertainment.
- Main Preferred** (Blue): Selected seating | +\$0 USD. Benefits include Preferred seating, Wi-Fi available, and Free onboard entertainment.
- Main Cabin** (Light Blue): Seat available. Benefits include Wi-Fi available and Free onboard entertainment.
- Unavailable** (Grey X): No benefits.

At the bottom right, a red-bordered box highlights the summary information: "Total due for seats: \$0 USD" and a "Continue to payment" button.

# The final page will be the payment screen. Ensure name, flights and price are correct....

https://www.alaskaair.com/Booking/Seats/SelectSeats

OFM - Travel and Ex... Book a flight reserv... Formstack ID HACP Extended Edit... Home Lacey Staff Calendar... OFM - Travel and Ex... Per Diem Rates GSA SinglePoint - U.S. Ba... State Administrative... Welcome to Access... Reporting

**ATMOS**  
FOR BUSINESS

State Conservation Commission

Sign in Passengers Seats **Payment** Confirmation

## Checkout: Review and complete payment

\* Required

### Passenger information

Name: Ashley Wood Loyalty Program# Atmos Rewards 290374641	Flight	Seat
	SEA-GEG	13B
	GEG-SEA	13B

\*\* If requested seats are not available, the next best will be reserved.

### Flights

Flight	Departs	Arrives	Price for 1 passenger
Alaska 3004 <b>Main (Y)</b>   Nonstop   <a href="#">Details</a> <a href="#">Distance</a> : 222 mi   Duration: 1h 9m Operated by SkyWest Airlines as AlaskaSkyWest Check in with Alaska Airlines	Seattle (SEA) Tue, Jul 7 9:56 am	Spokane (GEG) Tue, Jul 7 11:05 am	<b>\$376.60</b> <a href="#">View taxes, fees, and charges</a>
Alaska 3294	Spokane (GEG) Fri, Jul 10	Seattle (SEA) Fri, Jul 10	

# Any add on outside of flight base price and associated taxes are NOT allowed per state contract and will need to be reimbursed if selected. Select NO for travel insurance and EverGreen Journey options

## Add travel insurance

Protect your trip to Spokane.

\* Required: Select Yes or No to continue

Highly Recommended

Yes

Add protection for \$20.71 total.

- **Compensation**  
Up to 300% of your trip cost for a covered trip interruption
- **Peace of mind**  
Insurance for covered travel delay expenses and delayed, lost, stolen or damaged baggage
- **Help when you need it**  
24/7 assistance in the event of a travel or medical emergency

No

Attention: Your trip to Spokane is NOT protected.

31,061 guests protected their trip in the last 7 days

Recommended/offered/sold by Allianz Global Assistance. Underwriter: Jefferson Insurance Company or BCS Insurance Company. Plan incl. insurance & assistance services. Terms & exclusions (incl. for pre-existing conditions) apply. [Plan & Pricing details](#), [disclosures](#), [Coverage Alerts](#)

## Join Our EverGreen Journey



Reduce the environmental impact of flying with Sustainable Aviation Fuel (SAF), which converts common waste into fuel and can reduce lifecycle carbon emissions by up to 80%. When you purchase SAF, you're helping us build a more sustainable future for people and the places where we live and fly.

### Earn 500 status points per \$100 spent on SAF

Status points earned from SAF contributions can only be added to one Atmos Rewards account per booking. No partial awards of status points will be made on increments of less than \$100. Members must include their Atmos Reward number at checkout. Status points count toward Atmos Rewards status qualification for the 2025 calendar year but are non-redeemable and cannot be used toward award travel. [Terms apply](#)

### Select the option that works best for you:

Accepted forms of payment include Visa, Mastercard, American Express, and Diners Club.

<input type="radio"/> <b>2% Reduction</b> \$1.93 Estimated carbon reduction is 7.54 lbs of CO <sub>2</sub> e.	<input type="radio"/> <b>10% Reduction</b> \$8.87 Estimated carbon reduction is 37.74 lbs of CO <sub>2</sub> e.	<input type="radio"/> <b>20% Reduction</b> \$17.54 Estimated carbon reduction is 75.46 lbs of CO <sub>2</sub> e.
--	--	---

No thank you, maybe next time

How are carbon emissions estimated?

Service provided by Choose

SAF environmental attributes are sold by CHOOOSE and subject to [its terms and conditions](#). SAF contributions are non-refundable and include service fees charged by CHOOOSE. Your purchase supports the use of SAF across Alaska Airlines' operations but your contribution is not directly linked to the fuel used or to emission reductions for your booked flight(s).

Make sure SCC Travel Card is selected and all information is inputted.  
Make sure you are purchasing at government rate. There will be a notice that states what is highlighted below. Hit “Purchase”

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

[Add a new credit card](#)

- SCC Travel Card
  - Other VISA
- Card number: \*\*\*1895  
Exp. 2/2026  
PO Box 47721  
Olympia, WA 98504



LIMITED TIME ONLINE OFFER

Earn 50,000 bonus points + a \$300 statement credit

after spending \$4,000 or more on purchases in the first 120 days of account opening.

Today's purchase	\$397
Future statement credit*	- \$300

**Total after statement credit**      **\$97**

Apply now and if instantly approved and activated with an account number, use your Atmos™ Rewards Ascent Visa Signature® card to book your flight and earn 3x points on today's purchase.

[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.

By purchasing, I agree to the rules and restrictions, hazardous materials restrictions, [privacy notice](#), and [website terms of use](#).  
See terms below.

Total: \$396.60

Apple Pay

**PURCHASE**

# That's it!

You will get an email confirmation with flight information. Send email to [awood@scc.wa.gov](mailto:awood@scc.wa.gov)

# Guidelines on Personal Time while on Business



[This Photo](#) by Unknown Author is licensed under [CC BY-SA](#)

# Personal Leave while on Business Guidelines

- Per the Official of Financial Management, it is allowable to take personal leave while travelling on business as long as agency doesn't incur any extra expenses beyond what the agency normally would incur. To demonstrate that there will be no extra costs, proper documentation is required

## **10.20.40.d**

**If a traveler would like to couple a vacation or other personal use onto a legitimate business trip:**

It is allowed WHERE ALL OF THE FOLLOWING CONDITIONS EXIST:

- The primary purpose of the trip is official state business;
- The traveler uses, where necessary, their approved leave for the vacation or personal part of the trip; and
- The state agency does not incur any extra expenses beyond what it would normally incur had the trip occurred without any personal use coupled to the trip.

## **10.20.50.c**

When leave of absence of any kind is taken while in a travel status, the exact hour of departure and return to the [temporary duty station](#) must be shown on the Travel Expense Voucher (form [A20-A](#), or [A20-2A](#) if applicable).

# Personal Leave while on Business Guidelines (continued)

- If you are wanting to take personal leave, contact Sarah and Ashley and they will help guide you with capturing appropriate documentation. For the following will be required to document that will be no extra costs:
  - Screenshot of flight with amounts that you would be purchasing if ending trip like you normally would and not taking personal leave
  - Work with hotel to make sure that any personal charges will be on personal card and that work related charges will be charged to SCC
  - Any costs such as parking that will include personal and work expenditures should be paid on personal card and you can ask for reimbursement for work related expenditures via TEMS
- Contact supervisor for HR purposes to get approval of leave ahead of time