

Travel How-To

Washington State



Conservation
Commission

Before you travel

- Before you travel you must obtain written approval from your supervisor. Approval must include reason for trip, estimated cost and dates of travel.
- Travel must be what is most cost effective option for the state. Keep in mind that employee's time is also a factor in determining what is most cost effective for the state
- Forward travel approval to Sarah Groth and Ashley Wood
 - Sarah Groth- sgroth@scc.wa.gov
 - Ashley Wood- awood@scc.wa.gov

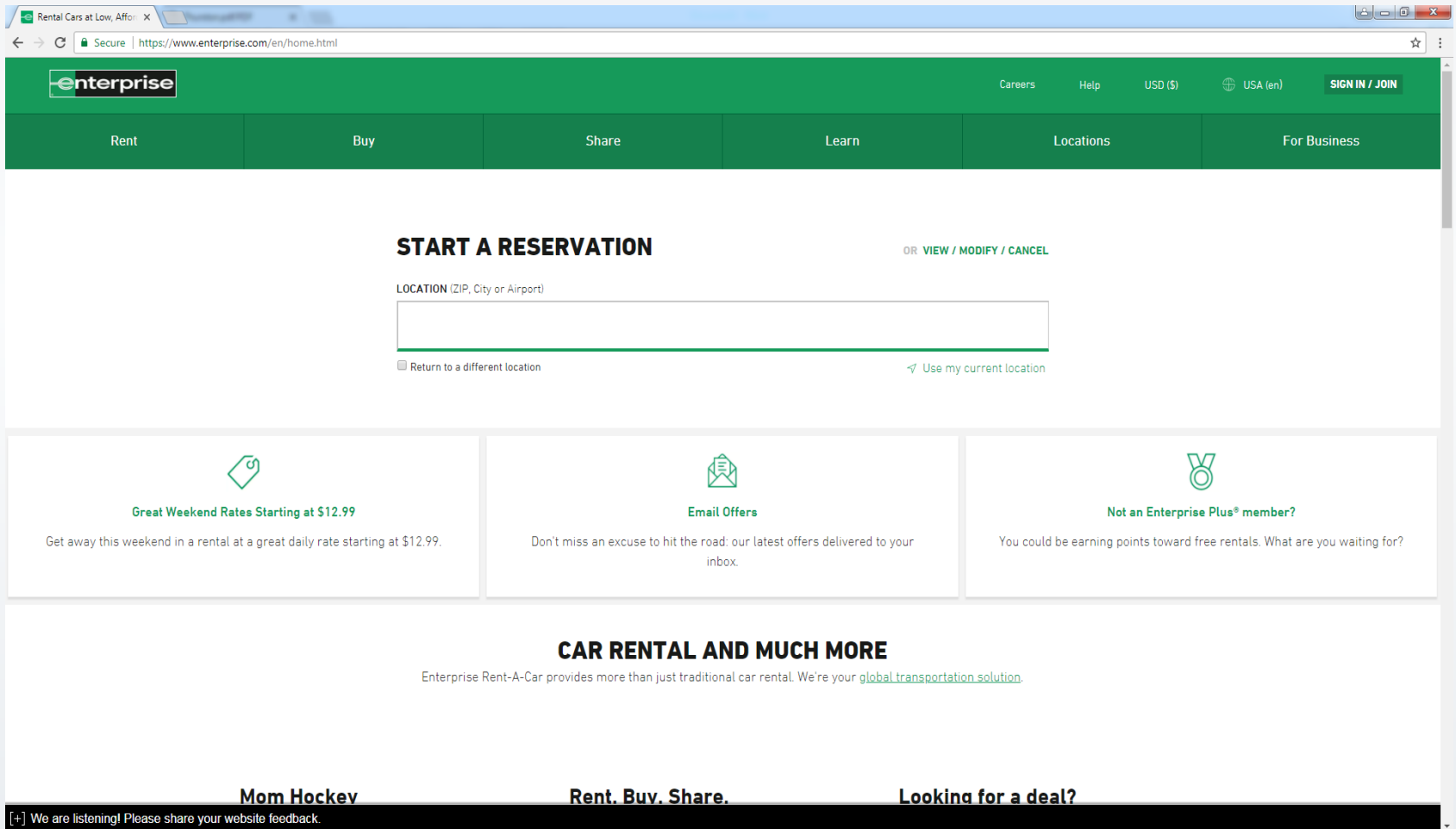
Tips for Travel

- If booking a hotel room, either go directly to hotel website or call hotel. This ensures you do not use third party sites that will charge extra fees
- While booking hotel room, see if there are any hotel fees that will be charged. If there are, try to have the hotel remove fees so you do not go over per diem
- SCC prefers employees do not use direct billing for hotels and that hotel rooms are paid with agency card instead
- Ashley Wood is always available to meet to discuss travel questions ☺ : awood@scc.wa.gov

Enterprise How-To



Start by going to www.enterprise.com



The screenshot shows the Enterprise website homepage. At the top is a green navigation bar with the Enterprise logo on the left and links for Careers, Help, USD (\$), USA (en), and a SIGN IN / JOIN button on the right. Below this is a dark green horizontal menu with white text for Rent, Buy, Share, Learn, Locations, and For Business. The main content area has a white background. It starts with a 'START A RESERVATION' section, which includes a text input field for 'LOCATION (ZIP, City or Airport)' and two checkboxes: 'Return to a different location' and 'Use my current location'. Below this is a row of three promotional boxes. The first box, titled 'Great Weekend Rates Starting at \$12.99', features a tag icon and text about weekend rental rates. The second box, titled 'Email Offers', features an envelope icon and text about receiving offers in the inbox. The third box, titled 'Not an Enterprise Plus® member?', features a medal icon and text about earning points toward free rentals. Below these boxes is a section titled 'CAR RENTAL AND MUCH MORE' with a subtext about global transportation solutions. At the bottom is a black footer bar with white text: 'Mom Hockey' on the left, 'Rent. Buy. Share.' in the center, and 'Looking for a deal?' on the right. A small feedback link is also present in the bottom left corner of the footer.

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 x

☐ 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

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

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!

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

Not an Enterprise Plus® member?

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CAR RENTAL AND MUCH MORE

Enterprise Rent-A-Car provides more than just traditional car rental. We're your [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, a green banner displays the account name "WA ST CONSERVATION COMM-NASPO" and a button "Account Number Added". Below this, a navigation bar shows the rental details: "RENTAL DETAILS" (Fri, Aug 03 - Sat, Aug 04, 12:00 PM - 12:00 PM), "PICK-UP & RETURN" (Seattle-Tacoma SEA-TAC Intl. Airport), "VEHICLE Select", and "EXTRAS". The main section is titled "CHOOSE A VEHICLE CLASS" and lists six vehicle options, each with a car image, description, and pricing. The vehicles are sorted by price.

Vehicle Class	Vehicle Example	Per Day	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		

Each vehicle listing includes a "SELECT" button and a "CUSTOM RATE" link. The bottom of the page features a feedback prompt: "We are listening! Please share your website feedback."

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.

Select Extras

Secure | https://www.enterprise.com/en/reserve.html#extras

enterprise

WAS WA ST CONSERVATION COMM-NASPO

Account Number Added

TERMS & CONDITIONS / POLICIES

Total: \$49.86

1. RENTAL DETAILS ✓
Feb 21, 6:00 PM - Feb 22, 6:00 PM

2. PICK-UP & RETURN ✓
Seattle SEA-TAC Airport

3. VEHICLE ✓
Standard

4. EXTRAS
Select Extras

CONTINUE TO REVIEW

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	+ ADD
🌿	Greenhouse Gas Emissions Offset	\$ 1.25 / rental	--	DETAILS	+ ADD
👶	Child Safety Seat	\$ 9.95 / day	\$ 60.00 / max	DETAILS	+ ADD
📶	GPS	\$ 13.99 / day	--	DETAILS	+ ADD

CONTINUE TO REVIEW

[...] 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



VEHICLE

Economy \$31.61
Mitsubishi Mirage Or Similar - Automatic
Unlimited Mileage Included

EXTRAS

9 Additional Drivers Included
Damage Waiver Included

TAXES & FEES

[Learn More](#)

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

CUSTOM RATE

ESTIMATED TOTAL \$48.16

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.

Review & Reserve

Secure | <https://www.enterprise.com/en/reserve.html#commit>

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.

RESERVE NOW

[-] 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:

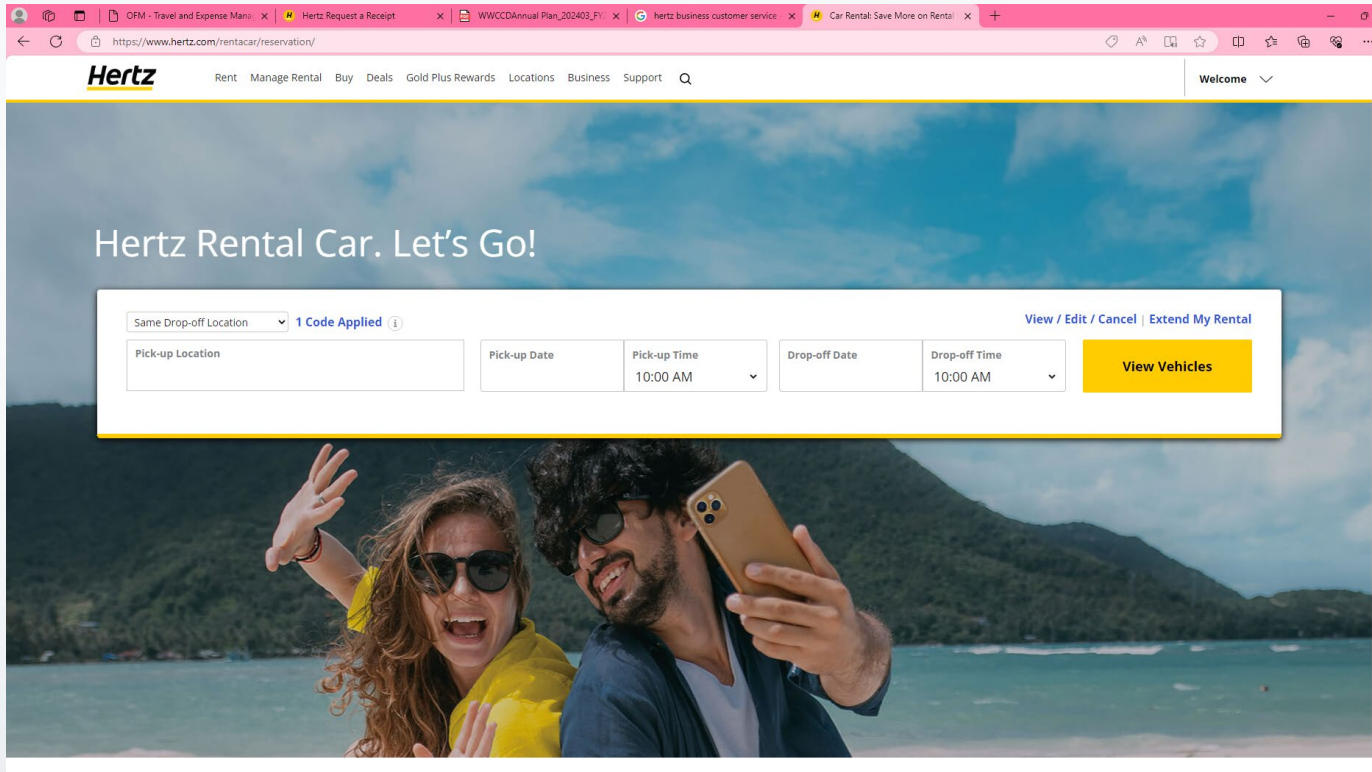
- **Option A.** Prepay at all airport locations and select off-airport—At the time of rental pick up, renters may purchase a full tank of gas at competitive industry pre-purchase fuel prices. Just ask the rental agents for the Fuel Service Option (FSO).
- **Option B.** We refuel—The renter will be charged 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>



The screenshot shows the Hertz website's reservation interface. At the top, the Hertz logo is on the left, and navigation links for Rent, Manage Rental, Buy, Deals, Gold Plus Rewards, Locations, Business, and Support are in the center. A 'Welcome' dropdown is on the right. The main heading reads 'Hertz Rental Car. Let's Go!'. Below this is a reservation form with a yellow border. The form includes a 'Same Drop-off Location' dropdown, a '1 Code Applied' notification, and links for 'View / Edit / Cancel' and 'Extend My Rental'. The form fields are: 'Pick-up Location' (empty), 'Pick-up Date' (empty), 'Pick-up Time' (10:00 AM with a dropdown arrow), 'Drop-off Date' (empty), and 'Drop-off Time' (10:00 AM with a dropdown arrow). A yellow 'View Vehicles' button is on the right. The background of the page features a large image of a smiling couple taking a selfie on a beach.

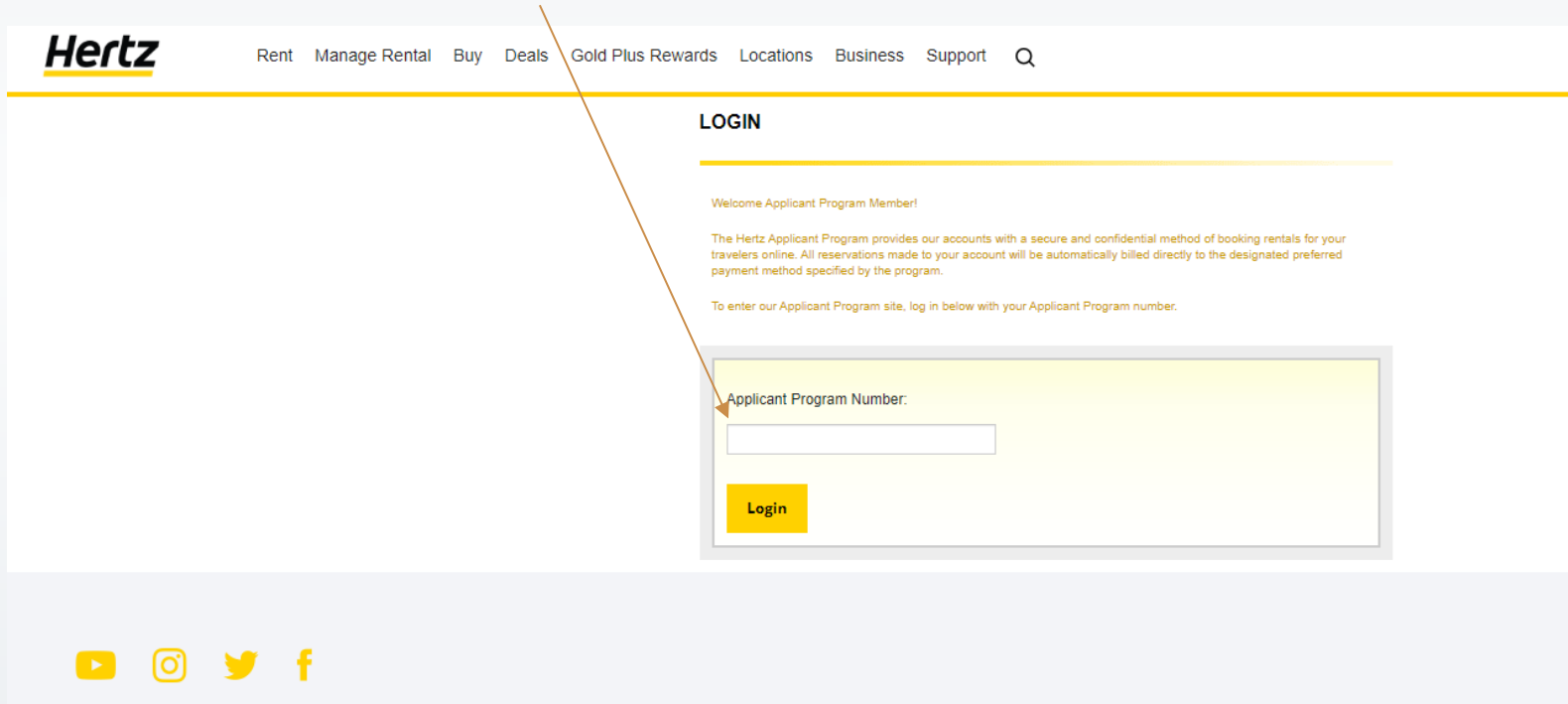
Hertz Rent Manage Rental Buy Deals Gold Plus Rewards Locations Business Support Q Welcome

Hertz Rental Car. Let's Go!

Same Drop-off Location 1 Code Applied View / Edit / Cancel Extend My Rental

Pick-up Location	Pick-up Date	Pick-up Time 10:00 AM	Drop-off Date	Drop-off Time 10:00 AM	View Vehicles
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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.

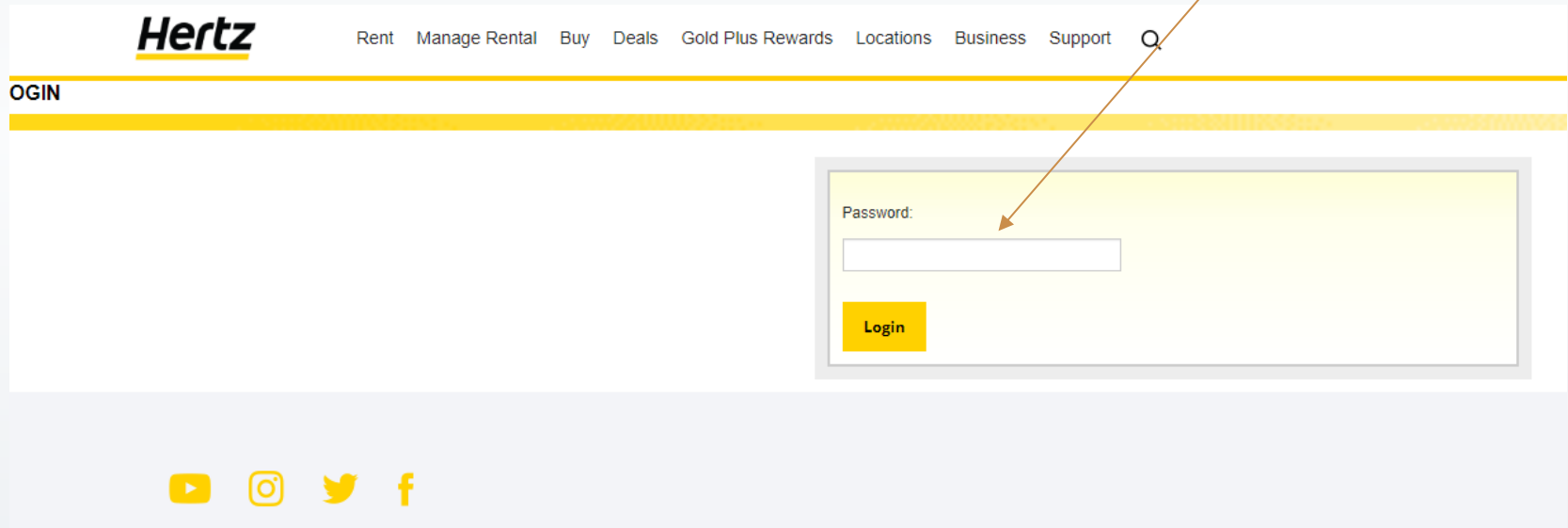
To enter our Applicant Program site, log in below with your Applicant Program number.

Applicant Program Number:

Login

YouTube Instagram Twitter Facebook

Please enter password:
Conserve01



The image shows a screenshot of the Hertz website's login page. At the top, the Hertz logo is on the left, and a navigation menu with links for Rent, Manage Rental, Buy, Deals, Gold Plus Rewards, Locations, Business, and Support is on the right. Below the navigation bar is a yellow horizontal line. On the left side, below the line, is the word "OGIN". On the right side, there is a login form with a yellow background. The form contains a "Password:" label, a text input field, and a yellow "Login" button. An orange arrow points from the top right towards the password input field. At the bottom of the page, there are four social media icons: YouTube, Instagram, Twitter, and Facebook.

Hertz

Rent Manage Rental Buy Deals Gold Plus Rewards Locations Business Support

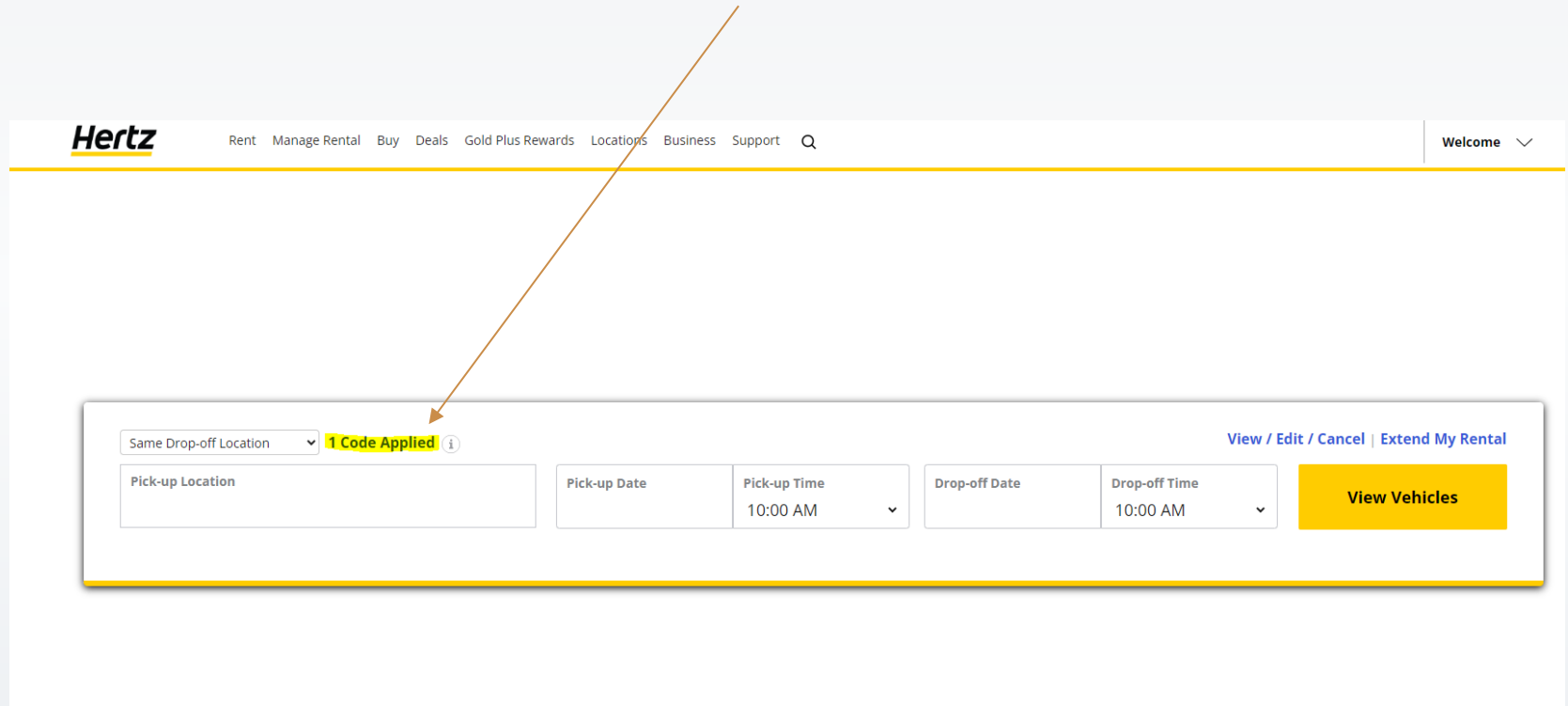
OGIN

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 is the Hertz logo and a navigation menu with links: Rent, Manage Rental, Buy, Deals, Gold Plus Rewards, Locations, Business, and Support. A search icon is also present. On the right, a 'Welcome' dropdown menu is visible. The main reservation form is highlighted with a yellow border. It includes a 'Same Drop-off Location' dropdown menu, a status indicator '1 Code Applied' with an information icon, and links for 'View / Edit / Cancel' and 'Extend My Rental'. Below these are input fields for 'Pick-up Location', 'Pick-up Date', 'Pick-up Time' (set to 10:00 AM), 'Drop-off Date', and 'Drop-off Time' (set to 10:00 AM). A yellow 'View Vehicles' button is located on the right side of the form. An orange arrow points from the top of the page down to the '1 Code Applied' status indicator.

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

Welcome ▾

Same Drop-off Location ▾ **1 Code Applied** ⓘ [View / Edit / Cancel](#) | [Extend My Rental](#)

Pick-up Location

Pick-up Date

Pick-up Time 10:00 AM ▾

Drop-off Date

Drop-off Time 10:00 AM ▾

View Vehicles

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\(29\)](#)



Large Sedan
(F) Chevrolet Malibu or similar ⓘ

5 4 A 19 mpg

38.06 USD Per Day
(119.49 USD Approx Tot)

Select



Small SUV
(Q4) Nissan Rogue or similar ⓘ

5 4 A 25 mpg

58.62 USD Per Day
(173.35 USD Approx Tot)

Select



Standard 5 Passenger SUV
(L) Chevrolet Equinox or similar ⓘ

5 4 A 21 mpg

58.62 USD Per Day
(173.35 USD Approx Tot)

Select



Medium 7 Passenger SUV
(L4) Nissan Pathfinder or similar ⓘ

7 2 A 28 mpg

88.81 USD Per Day
(252.43 USD Approx Tot)

Select



Large SUV
(T) GMC Yukon or similar ⓘ

7 4 A 19 mpg

88.81 USD Per Day
(252.43 USD Approx Tot)

Select



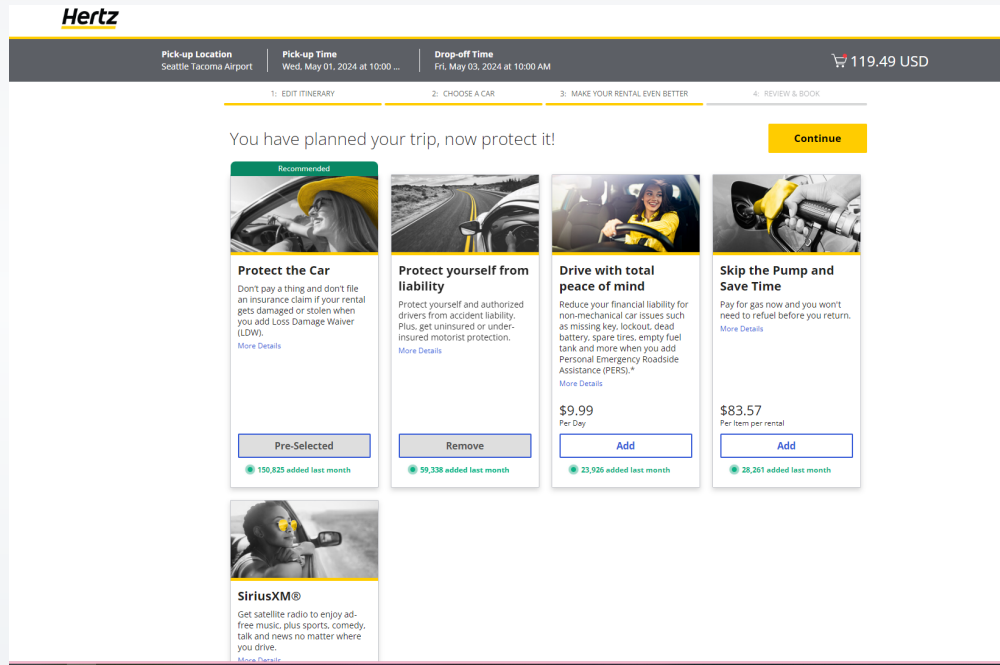
Extra Capacity Large SUV
(T6) Chevrolet Suburban or similar ⓘ

7 6 A 19 mpg

225.76 USD Per Day
(611.24 USD Approx Tot)

Select

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.



Service options

Ski Equipped Vehicles

Optional ski racks for the transportation of your ski equipment

Add

Additional rental equipment

Infant Child Seat

For infants less than one year and weigh up to 20 pounds or up to 9 kgs.

\$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.

\$13.99
Per Day

Add

Booster Seat

For children weighing 40 to 80 lbs or 18kg-36kgs.

\$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 shows the Hertz checkout process. At the top, the Hertz logo is on the left. A dark grey 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 bar are three steps: '1: EDIT ITINERARY', '2: CHOOSE A CAR', and '3: MAKE YOUR RENTAL EVE'. The main heading is 'Checkout'. Under 'Driver Information', there are 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 the 'Arrival/Flight Information (Optional Details)' section, which includes a 'Travel information' subsection with a '+' icon. At the bottom, a blue 'Submit' button is highlighted with a brown border. A brown arrow points from the 'Submit' button up to the 'Authorization Number' field. A disclaimer at the bottom states: '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.

				
\$5.01 Per Gallon*		16.68 Gal Gas Tank Size*		\$83.57 Total Cost*

No thanks, I'll return full

Yes, add for \$83.57*

*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

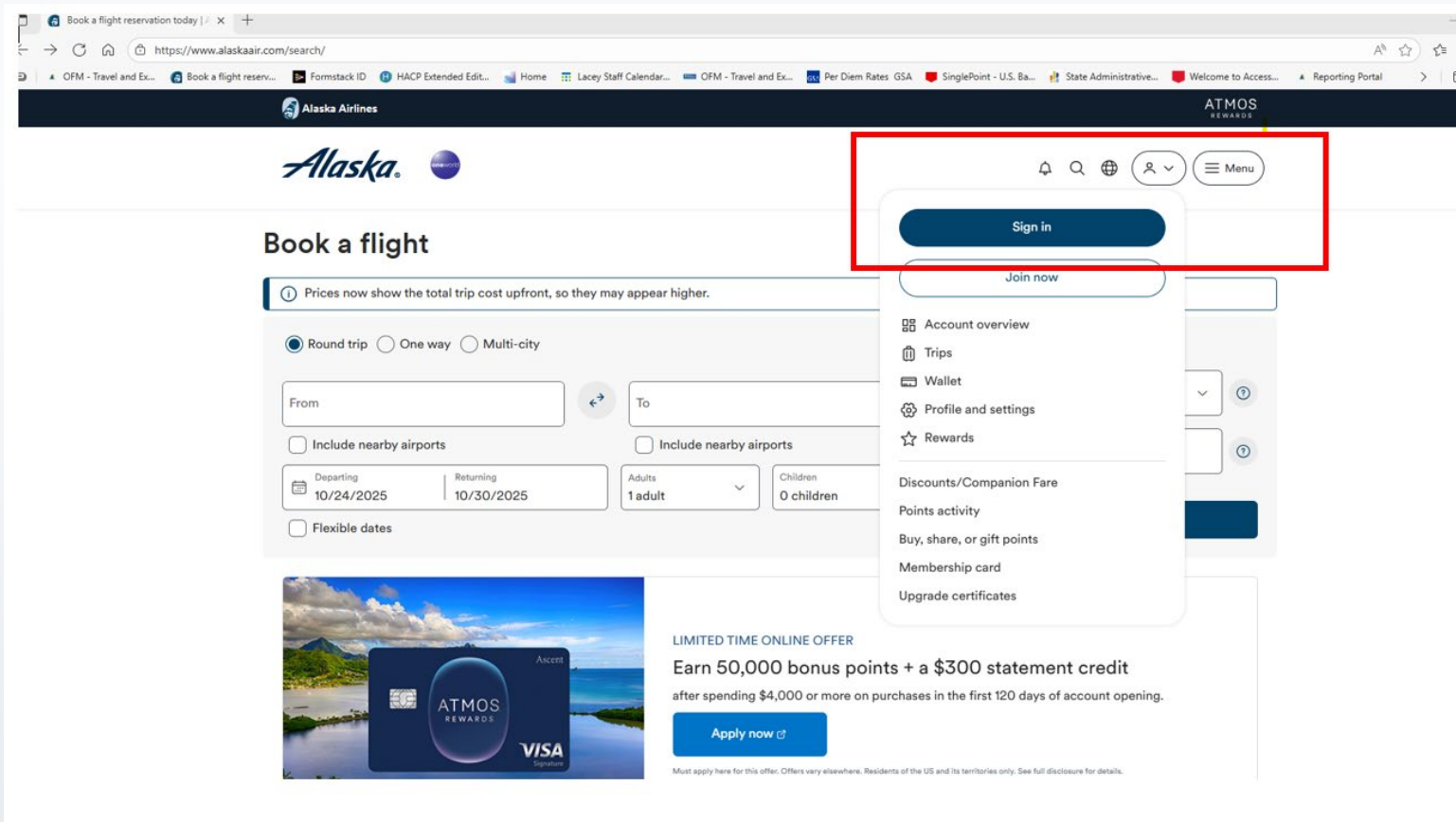


Atmos for Business

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

Go to alaskaair.com

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



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

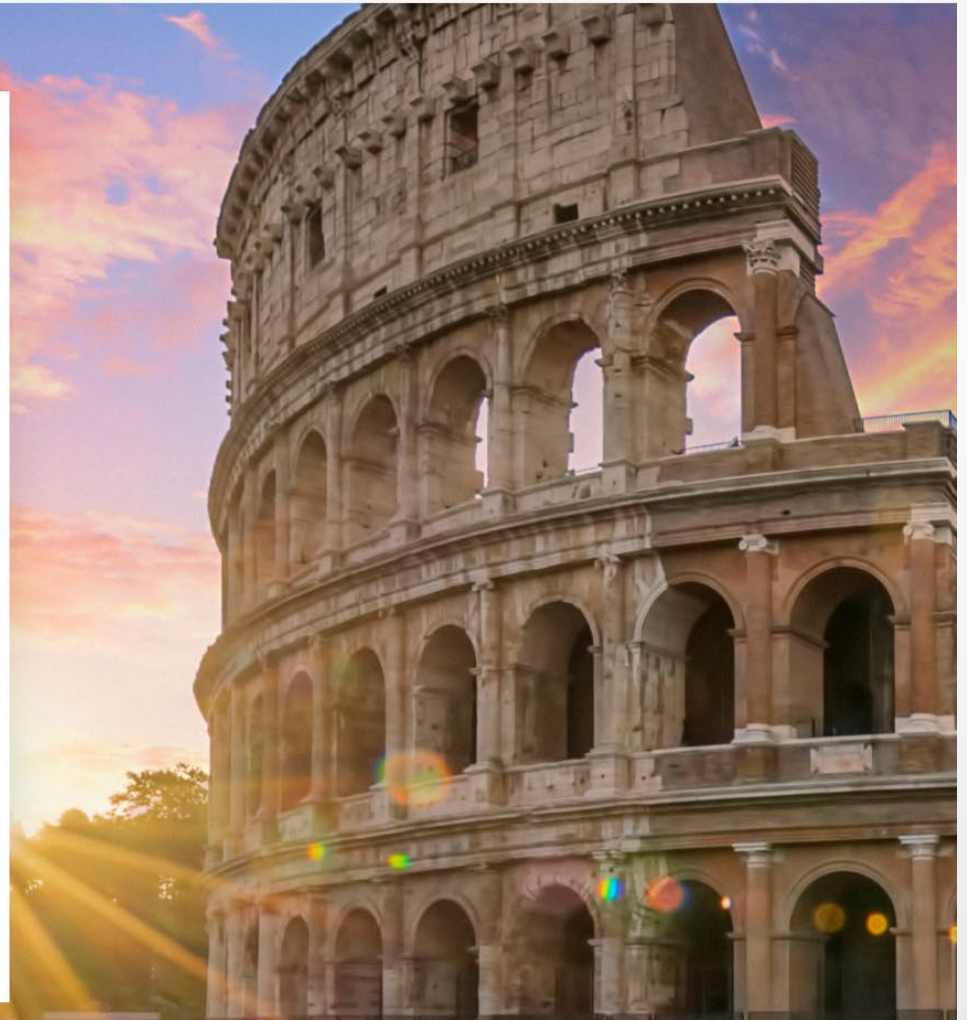


reCAPTCHA
Privacy - Terms

[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 header, the 'Book a flight' section is active, showing a notification about trip costs and flight selection options (Round trip, One way, Multi-city). The flight search form includes fields for 'From', 'To', 'Departing' (10/24/2025), 'Returning' (10/30/2025), 'Adults' (1 adult), and 'Children' (0 children). A red box highlights the user profile dropdown menu, which is open, showing the user's name (ASHLEY W.), account type (Regular), and a 'Switch to business account' button. The dropdown menu also lists various account management options like 'Account overview', 'Trips', 'Wallet', 'Profile and settings', 'Rewards', 'Discounts/Companion Fare', 'Points activity', 'Buy, share, or gift points', 'Membership card', and 'Upgrade certificates'.

Alaska Airlines

ATMOS REWARDS

Alaska

Book a flight

Prices now show the total trip cost upfront, so they may appear higher.

Round trip One way Multi-city

From To

Include nearby airports

Departing 10/24/2025 Returning 10/30/2025

Adults 1 adult Children 0 children

Flexible dates

ASHLEY W. Regular

Atmos Rewards Number: [REDACTED]

Available points: 0

Switch to business account

Account overview

Trips

Wallet

Profile and settings

Rewards

Discounts/Companion Fare

Points activity

Buy, share, or gift points

Membership card

Upgrade certificates

LIMITED TIME ONLINE OFFER

Earn 50,000 bonus points

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. The 'Book a trip' section includes fields for 'From' (SEA), 'To' (GEG), 'Dates' (Jul 07-Jul 10), and 'Passengers' (1 adult). The 'Special fares' dropdown is open, showing 'WA State govt' selected. The 'State Conservation Commission' is highlighted in the top right corner. The 'Mileage Plan is now Atmos™ Rewards' banner is visible on the right.

ATMOS
FOR BUSINESS

State Conservation Commission

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

No contract fares

WA State govt

About contract fares

Show only special fares

All search options

Search flights

Baggage and optional fees

ATMOS REWARDS

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

Meet your new travel companions Explore all cards

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

ATMOS.
FOR BUSINESS

State Conser

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

Mileage Plan
Welcome to

ATMOS
FOR BUSINESS
VISA

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

→ ↻ 🏠 https://www.alaskaair.com/search/ A ☆

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 Portal

ATMOS
FOR BUSINESS

State Conservation Commission 🔔 🔍 A ▾ ☰ Menu

Book a flight

① Prices now show the total trip cost upfront, so they may appear higher.

☒ Round trip ☐ One way ☐ Multi-city

From ↔ To

☐ Include nearby airports ☐ Include nearby airports

Departing Returning Adults Children

☐ Flexible dates

☐ Use points ☒ Show only special fares

Special Fares (optional)

Upgrade type

Discount code (optional)

Find flights



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

Details

Seats

Main

\$377

Round trip

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

Details

Seats

Low fare alert



AS 2009
3:16 pm
GEG

Nonstop

1h 11m

4:27 pm
SEA

AS 2009 — Operated by Horizon Air as AlaskaHorizon

Details

Seats

Main

\$377 
Round trip

Low fare alert



AS 162
7:06 pm
GEG

Nonstop

1h 17m

8:23 pm
SEA

Details

Seats

Main

\$377 
Round trip

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

Help Center - Contact us - Alaska X Request a Ticket or Service Fee Re X HACP Extended Edition X Book a flight reservation today | X +

https://www.alaskaair.com/search/results?A=1&O=sea&D=geg&OD=2026-07-07&OT=Anytime&DD=2026-07-10&DT=Anytime&RT=true&UPG=none&SpecFare=WA&locale=en-us

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Change your search

Show pricing in: ☒ Money ☐ Points

Trip summary

Clear all selections

Departing

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

AS 3004

9:56 am — **11:05 am**
SEA GEG

AS 3004 — Operated by SkyWest Airlines as AlaskaSkyWest

Details

Seats

Change flight

Returning

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

AS 3294

4:46 pm — **6:03 pm**
GEG SEA

AS 3294 — Operated by SkyWest Airlines as AlaskaSkyWest

Details

Seats

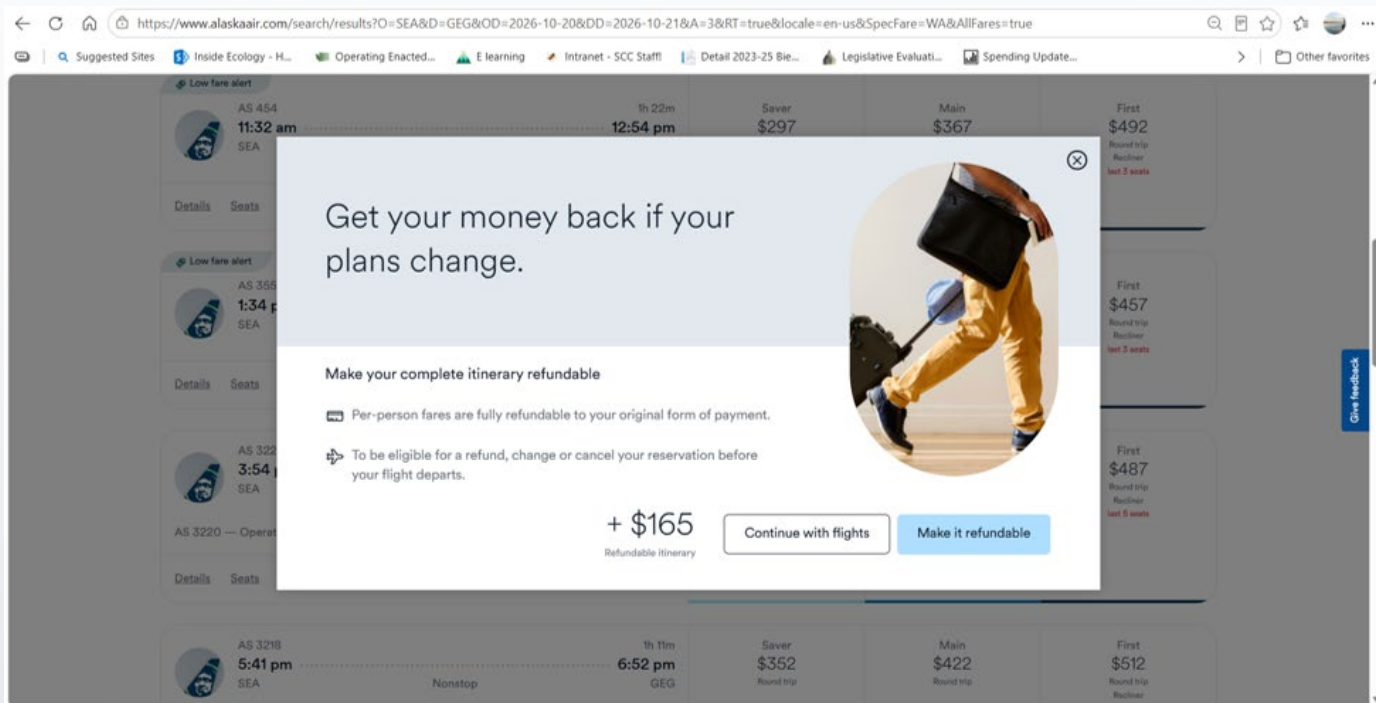
Change flight

Total: \$377 per person, round trip.

Add to cart

No Convenient Flight Times?

- If there are no flight times available that work for your travel time, it is possible to book flights without checking the “Show Only Special Fares” box on homepage. Try to select flights with the “Green Dome” but if that is not an option, make sure to make your flight refundable when the below box pops up.
- Send an email to Sarah and Ashley if you do have to select a flight that does not have a “Green Dome”



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

https://www.alaskaair.com/search/cart?A=1&F1=SEA%7CGEG%7C07%2F07%2F2026%7C3004%2CAS%7CC%7CN%7Cfbc%3AYCAWA%7CDF%3Afalse%7C&F2=GEG%7CSEA%7C07%2F10%2F2026%7C3294%2CAS%7CC%7CN%7Cfbc%3AYCAWA%7C...

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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

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

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Menu

Checkout: Passenger information

Sign in Passengers Seats Payment Confirmation

* 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*

Ashley

Middle name (if on ID)

Legal last name*

Wood

Suffix

None ▾

Loyalty program and number

Atmos Rewards ▾

[Add loyalty program](#)

Gender*

F - Female ▾

Birth date*

[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

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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.

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

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

Premium Class / Main Cabin

A	B	C	D
		6	
		7	
		8	
		9	
		10	
		11	
		12	
		13	
		14	
		15	
		16	
		17	
		18	
		19	
		20	
		21	

13B Main Cabin, Aisle

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

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

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GEG th 17m SEA 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

Continue to payment

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

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

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Menu

Sign inPassengersSeatsPaymentConfirmation

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

Alaska 3004

Main (Y) | Nonstop | [Details](#)
[Distance](#): 222 mi | Duration: 1h 9m
Operated by SkyWest Airlines as AlaskaSkyWest
Check in with Alaska Airlines

Departs

Seattle (SEA)
Tue, Jul 7
9:56 am

Arrives

Spokane (GEG)
Tue, Jul 7
11:05 am

Price for 1 passenger
\$376.60
[View taxes, fees, and charges](#)

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.



☐ 2% Reduction

\$1.93

Estimated carbon reduction is 7.54
lbs of CO₂e.



☐ 10% Reduction

\$8.87

Estimated carbon reduction is
37.74 lbs of CO₂e.



☐ 20% Reduction

\$17.54

Estimated carbon reduction is
75.46 lbs of CO₂e.

☒ No thank you, maybe next time

① How are carbon emissions estimated?

Service provided by CHOOOSE

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



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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

Guidelines on Personal Time while on Business



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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