



Washington State
**DEPARTMENT OF
ENTERPRISE SERVICES**

Alaska Airlines Contract Changes

Implemented and accessible to eligible Washington State Purchasers beginning September 1, 2026.

Beginning September 1, 2026, DES is expanding the services and discounts available through the Alaska Airlines Statewide Contract. These updates provide Purchasers with nonrefundable fare options, international fare options, expanded travel eligibility for minors, and a new wallet functionality within Atmos for Business. These benefits will automatically become available through Alaska Airlines' Atmos for Business booking platform and there is nothing additional Purchasers need to do to access these updates.

What to Expect

Below outlines the four changes applicable to the DES Statewide Contract 03624 with Alaska Airlines.

Contract discounts will now apply to nonrefundable airfare

In addition to refundable airfare, eligible nonrefundable fares will now receive Statewide Contract discounting, providing purchasers with more options when arranging travel. Please review the table on pages 2-3 for discount rates.

While purchasing refundable airfare is considered a best practice for government travel, it is not mandatory. Purchasers should continue to follow their organization's internal travel policies and procedures.

Discounted international airfare is now available

Statewide Contract discounts will expand to eligible international fares, specifically nonstop service to destinations within Europe and the Asia-Pacific region. Please review the table on pages 3-4 for discount rates

Minors are now eligible for discounted fares

Eligible travel for minors may be booked using the Statewide Contract discounted fares.

Wallet funds are available through Atmos for Business

Purchasers will also have access to wallet functionality within the Atmos for Business platform. This feature allows eligible funds from unused/refunded fully refundable and nonrefundable tickets to be retained within the platform and applied toward future eligible travel purchases.

Important things to know about wallet funds:

- Wallet funds must be used within one year of acquisition before they expire.
- Each eligible purchasing organization may determine whether and how it wishes to utilize available wallet funds.
- DES does not prescribe how organizations must use these funds, as those decisions should be made at the organizational level.

Best Practices

Purchasers are encouraged to book airfare as far in advance as reasonably possible to help secure the best available rate and support the responsible use of funds. Airfare booked or modified closer to the date of travel may be subject to higher pricing and may differ from rates Purchasers have historically experienced.

While purchasing refundable airfare is considered a best practice for government travel, it is not mandatory. Additionally, organizations planning to use wallet funds are encouraged to establish appropriate internal policies and procedures for their use.

Purchasers should continue to follow their organization's internal travel policies and procedures and ensure travel purchases comply with [RCW 39.26](#), the [Statewide Administrative and Accounting Manual \(SAAM\)](#), and all applicable [DES procurement-related policies and procedures](#).

Refundable and Nonrefundable Discounting Structure (Domestic).

Cabin	Reservation Booking Designator (RBD) (Class)	Discount (WA or PDX)	Discount (All other domestic to/from WA or PDX)
Main	Y [Highest Fare]	18%	15%

Main	B	15%	12%
Main	H	15%	12%
Main	K	15%	12%
Main	M	15%	12%
Main	L	8%	6%
Main	V	8%	6%
Main	S	8%	6%
Main	N	8%	6%
Main	Q	5%	4%
Main	O	5%	4%
Main	G [Lowest Fare]	5%	4%

Refundable and Nonrefundable Discounting Structure (International).

Cabin	Reservation Booking Designator (RBD) (Class)	Discount (APAC/EUR)
Business	J	15%
Business	C	8%
Business	D	5%
Business	I	5%
[Highest Economy] Main	Y	15%
Main	B	12%

Main	H	12%
Main	K	8%
Main	M	8%
Main	L	8%
Main	V	4%
Main	S	4%
Main	N	4%
Main	Q	4%
Main	O	4%
Main	G	4%