



### Guidance for Your DEPARTURE Ticket

The end of the season is approaching, and we have just announced the official end date and the departure window. The departure process is a bit confusing, but we assure you that once your departure ticket is booked, our office will take care of the rest.

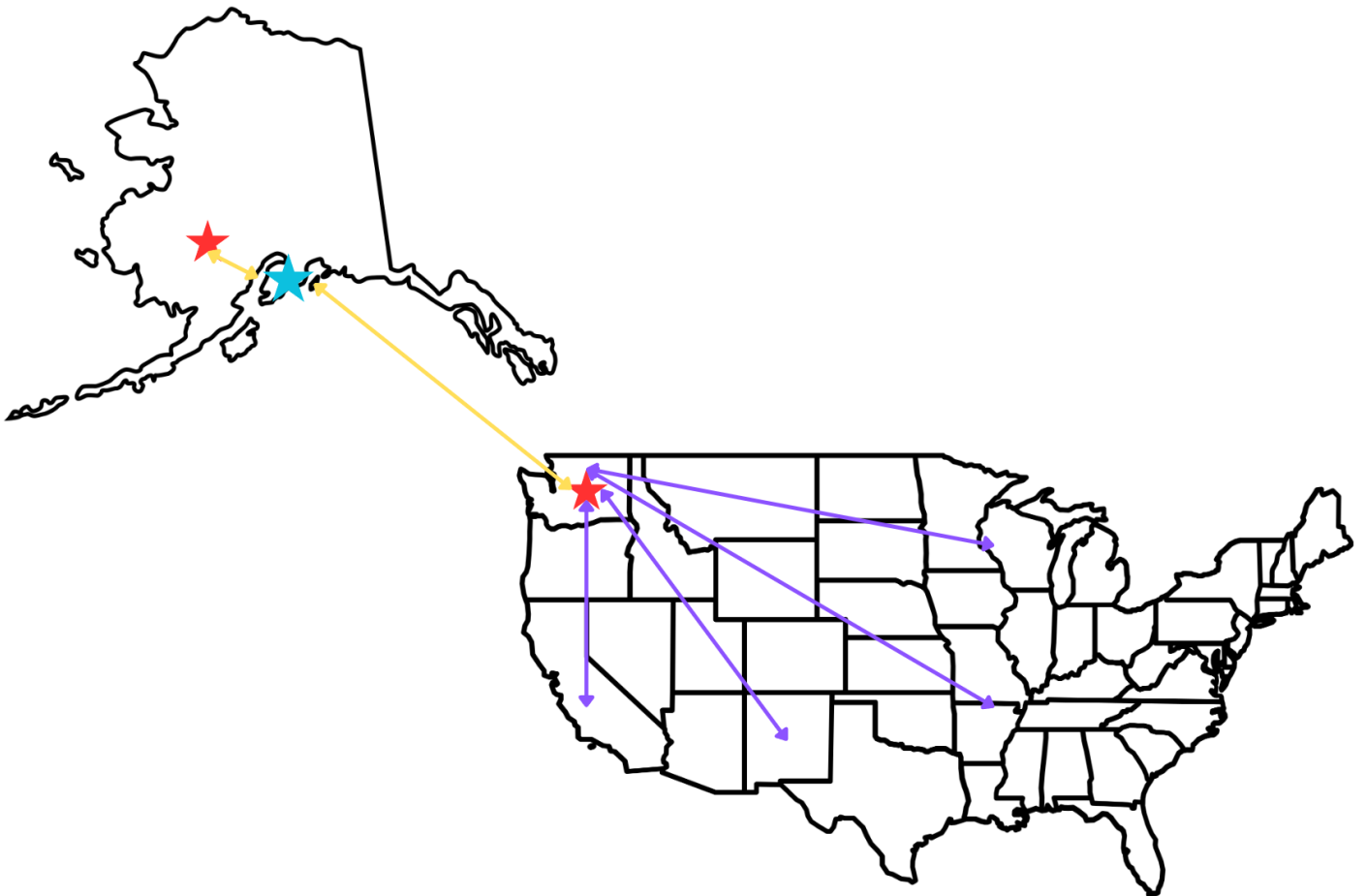
#### DEFINITIONS:

- "Point of Hire" is defined as Seattle, Washington or Anchorage, Alaska.
- "Airport of Origin" is your home / final destination.

#### TRIP BREAKDOWN

The journey breakdown is as follows:

- **Red Stars** = "Points of Hire", Seattle, Washington or Anchorage, Alaska.
- **Teal Star** = Cordova, "Place of Work"
- **Yellow Lines** = Journey between "Points of Hire" and "Place of Work." Our company covers this portion.
- **Purple Lines** = Journey between "Airport of Origin" and "Points of Hire". You are responsible for this portion.





YOUR ARRIVAL	
PORTION OF TRIP	BALANCE RESPONSIBILITY
Airport of Origin → Point of Hire	This portion of the journey is your responsibility.
Point of Hire → CDV	CAWS will reimburse you back for this portion.

YOUR DEPARTURE	
PORTION OF TRIP	BALANCE RESPONSIBILITY
CDV → Point of Hire	CAWS shall book your ticket and shall cover this portion of the trip.
Point of Hire → Airport of Origin	This portion of the journey is your responsibility. Since we booked the ticket for you, we will deduct the cost from your upcoming reimbursement bonus check.

We cover travel from Point of Hire to Cordova and back to the Point of Hire. Although we cover travel costs only between Cordova and the Point of Hire, we opt for booking tickets for the entire trip to get you all the way home. Booking direct tickets from Cordova to your final destination is the most cost-effective way for both parties. Over the years, we have perfected the process to fairly calculate reimbursements and deductions.

- Ticket costs between CDV ⇔ SEA average between **60% - 75%** of the TOTAL trip, dependent on current market conditions.
- Ticket costs between CDV ⇔ ANC average between **40%** of the TOTAL trip, dependent on current market conditions.

### **BOOKING YOUR TICKET:**

- **SELF BOOKING:** You may opt to purchase your return ticket at your own cost. This ensures your control over travel options and preferences. Then, submit the full itinerary and receipt to the office. The office will then reimburse you for the cost between Cordova and the Point of Hire.
- **COMPANY BOOKING:** You may opt for the company to purchase your return ticket at our expense. Our office staff will book the ticket from Cordova directly to your destination of choice. Then, your portion of the ticket owed (Point of Hire and beyond) will be applied against your Housing & Meal reimbursement and/or arrival ticket reimbursement. If you choose this option, please reach out to our office representatives, and provide them with the following information:
  - 1) Your date of birth;
  - 2) Confirm your preferred departure date (please note, payroll can only be run on weekdays)
  - 3) Final destination airport.

### **FINAL REIMBURSEMENT BONUS CHECK**

Your final reimbursement check will have a breakdown as follows:

- (+) Housing/Meal Deductions Accumulated Through Season Will Be Reimbursed Back To You
- (+) Arrival Ticket Reimbursement For Company Covered Portion Will Be Reimbursed Back To You
- (+) Referral Bonuses (If Applicable) Will Be Added Onto This Check
- (+/-) Your Portion Of Departure Ticket Will Be Deducted Out or Reimbursed, depending on which party purchased the ticket.

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**= Your Final Bonus Check**

*Safe travels home and we hope to see you next year.*