

Employee Airline Ticket Guidance

Booking Instructions, to Cordova, Alaska 99574

Employees most commonly book their ticket online, at

www.alaskaair.com

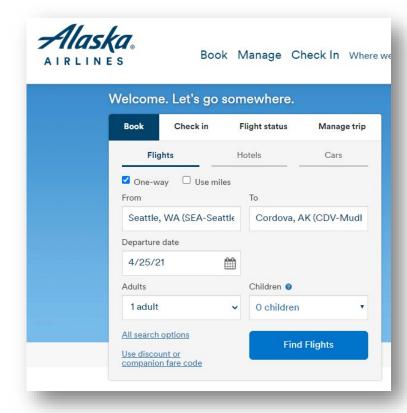
You may also call the Alaska Airlines Reservations phone number at: 1 (800) 252-7522

From: Your Nearest Airport

To: Cordova, AK

(CDV-Mudhole Smith)

- * Please book ONE-WAY
- * Please do not use miles as we want to ensure a fair and accurate reimbursement calculation
- * Please book COACH/ECONOMY seats ONLY. We will only reimburse COACH/ECONOMY tickets.



Once you book, please forward your full ticket (including your confirmation code) to your hiring representatives for correct and timely reimbursements.

If you are enduring financial hardship and are unable to book your ticket yourself, please ask your hiring manager about our Airline Ticket Loan program.

If you have any further questions, please do not hesitate to reach out to one of the hiring managers!

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