

# FLIGHT POLICY & PROCEDURES

Flights or allowances provided are based on the most economical airfare, and your travel itinerary may not always be direct. If a flight is required for you to get between your home and your Home Airport (domestic airport and home international airport), the cost of that flight will be reimbursed in full onboard.

## FLIGHTS & ARRANGEMENTS

### **If Silversea books your flights:**

- Flights are only booked between your closest home international airport and the vessel – if you want additional days in port or need to fly to/from somewhere other than your home airport, you will need to book your own flights.
- If flights are delayed / cancelled, Silversea is responsible for delivering you to/from your home airport and the vessel with all rearrangements needed.
- When disembarking, if you have issues while traveling home on Silversea-booked flights, your initial point of contact should be the airline, but if they are unable to assist with replacement flights, your next point of contact should be Emergency Contacts listed [below](#).
- Crewing Team in charge of your Expedition vessel will send your embarking flight e-ticket 2-4 weeks before your embarkation, and hotel/transfer details will be communicated to you 2-7 days before embarkation day.
- **Before embarking:** contact the Monaco crewing team listed [below](#) with any questions on flights / transfers / hotels.
- **While onboard:** Reach out to the onboard contacts listed [below](#) with any questions on flights / transfers / hotels.

### **If you plan to book your own flights:**

- For embarking and/or disembarking flights, contact the Monaco crewing team at least 2 months prior to embarkation to advise and obtain requirements (arrival date/time to port, allowance, restrictions, etc.). Please note that some countries and ports do not allow crew to travel using their own arrangements. If you are currently onboard, please contact the onboard HR manager.
- Flights should **not** be booked more than 3 months in advance, or prior to you contacting the crewing team for any restrictions/allowance. Flights must be reimbursed onboard and reimbursements are only allowed within 3 months of the receipt date.
- Always book a fully flexible and refundable air ticket with enough luggage allowance.
- Once booked, forward your flight itinerary to the Monaco crewing team. If already onboard, please send to your onboard HR Manager and not to the Monaco crewing team.
- If your flights are delayed/cancelled, you will be responsible for rearranging your flights.
- If your contract dates or port change for any reason (including operational), any additional flight costs will be at your expense.
- In case of any changes of flight schedule, missed flights or luggage lost during your travel to the vessel (whether booked by Silversea or on your own), please inform right away both the Crewing Team and the Vessel by email.
- Please note that when you arrange your own travel, you are **no longer eligible** to be paid for your travel days.
- **Transfers:**
  - When arranging your own transfer to the vessel, you are required to join the vessel before 8 am or if the ship is arriving later than 8 am, upon its arrival in port.
  - When disembarking, airport transfers will only be provided if it aligns with another existing crew transfer. If it does not align, you are responsible for making your own arrangements, and at your own expense.
- **Reimbursements:**
  - Submit original, detailed travel receipts along with flight allowance to the Senior Accountant; no credit cards receipts will be accepted
  - **Embark travel receipts:** receipts must be submitted within 30 days of your embarkation.

- **Disembark travel receipts:** receipts, flight details, and flight allowance should be submitted during the month that you will disembark (submit no later than 7 days before disembarking).
- You can either accept the Silversea-booked flights between home international airport and port or accept the allowance and book your own flights. (i.e., you cannot keep a part of the flight booked by the company and use the allowance for the rest of the journey, if you decide to book your own flight, the flight booked by Silversea will be cancelled in full).
- You will be reimbursed up to the maximum allowance provided by Silversea (the cost the company would have paid to fly you between your home international airport and the required port).
  - **For embarkation only** - If your flight ticket is **less** than the flight allowance provided, the company will reimburse up to the value of the flight ticket, plus the allocated allowance for hotel/meals/transfers below, but only up to the FULL flight allowance amount.
  - **Disembark** – there are no additional allowances for disembark – only flight tickets will be reimbursed, and only up to the full flight allowance.

**Maximum allowances when booking your own flight (for embarkation only)**

Item	EL/AEL	Expedition Team
Hotel	\$200 USD	\$120 USD
Breakfast	\$20 USD	\$15 USD
Dinner	\$40 USD	\$35 USD
Transfers: Train/Bus	Fully reimbursed First Class	Fully reimbursed First Class
Transfers: Taxi	\$120 USD	\$70 USD

\*If you travelled on Silversea-booked flights, have additional costs after disembarking, and will be onboard within the next 3 months, submit receipts to Senior Accountant onboard within 30 days of your next embarkation. If you will **not** be onboard within 3 months, send receipts to [PilarSimon@silversea.com](mailto:PilarSimon@silversea.com) within 30 days of expense.

\*\*When sending a communication to the contacts listed below, please add the following information to your email's subject line: **Ship / Applicable Date (whether embark or disembark) / Full Name**

Ship	Monaco Crewing Team	Onboard Contacts	Emergency Contacts
	<i>Travel questions while on vacation</i>	<i>Travel questions while onboard</i>	<i>Issues while traveling</i>
Silver Cloud	<a href="mailto:screw@silversea.com">screw@silversea.com</a>	<a href="mailto:schumanResourcesManager@silversea.com">schumanResourcesManager@silversea.com</a>	<a href="mailto:SC-Help@silversea.com">SC-Help@silversea.com</a>
Silver Endeavour	<a href="mailto:evcrew@silversea.com">evcrew@silversea.com</a>	<a href="mailto:evhrmanager@silversea.com">evhrmanager@silversea.com</a>	<a href="mailto:EV-Help@silversea.com">EV-Help@silversea.com</a>
Silver Wind	<a href="mailto:swcrew@silversea.com">swcrew@silversea.com</a>	<a href="mailto:swhrmanager@silversea.com">swhrmanager@silversea.com</a>	<a href="mailto:SW-Help@silversea.com">SW-Help@silversea.com</a>

**The Crewing team are responsible for getting over 3500 crew safely to and from our 12 Silversea vessels. Be kind, courteous, and respectful.**