

REIMBURSEMENT POLICY

All reimbursement requests must be supported by original receipts, not older than three months.
Requests must be submitted to the Senior Accountant/Finance Officer within 30 days of embarkation.

Credit card slips are not sufficient for reimbursement.

Alcoholic beverages are not reimbursed.

Once approved by the Financial Officer, the amounts will be credited to the employee through payroll.

Medical

Item	Deck & Engine	Hotel and Expedition
Medical (Including Drug & Alcohol test required for first joining) Any medical expense above US\$ 800 needs to be pre-approved by the Fleet HR & Crewing department.	100% reimbursed Once every 2 years Once every year for D&E personnel above 55 years old holding a certificate of competency and for D&E Personnel with a previous medical condition/s Once every year for D&E personnel over 60 years old	100% reimbursed once every 2 years or once every year for personnel above 60 years old or with previous medical condition/s
Yellow Fever vaccination	100% reimbursed	
Influenza (Flu) Vaccination	100% reimbursed Once per year	
COVID-19 PCR testing	100% reimbursed	
Additional costs to obtain Medical, vaccinations or tests e.g. travel / parking	Not reimbursed	
PPE for travel	Not reimbursed	

Indian Crew Medicals: The standard procedure is to use a VShips approved medical facility and for the cost to be charged to VShips. Indian Crew wishing to use a non VShips approved medical facility must obtain prior authorisation. In this case, initial costs will be at the employee's expense and reimbursed onboard on their next contract once receipts and pre-approval evidence is provided to the Senior Accountant / Finance Officer.

Passport, Seamans Book, Police Clearance and Visa

Item	Deck & Engine	Hotel	Expedition
C1/D & other required Visa	Actual cost for C1/D visa for the United States and any other visa needed for embarkation/disembarkation is 100% reimbursed		
Expenses to obtain visa	Reimbursed up to maximum of USD 250.00 for transportation, accommodation and postage fees. Any other costs incurred to obtain visas are at the employee's expense.		
Russian / Chinese Overland Visa	N/A	Reimbursed for Shore Concierge Team if required to perform working duties including any costs for visa agencies / expedited visas.	Reimbursed if required to perform working duties including any costs for visa agencies / expedited visas.
Seamans Book	National or any other type of Seaman's Book is at the employee's expense. Bahamas Seaman's Book is at Silversea's expense. *Silversea will complete the Bahamas book application on the crew members' behalf and send the seamans book to their assigned vessel		
Passport	Issue and renewal always at Employees expense		

Police Clearance (1 st joining)	At the employee's expense. Rifle handlers will be fully reimbursed for the cost to obtain the compulsory police clearance (Arctic season only).
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Indian Crew Visas: Receipts for any visas acquired in India must be sent to VShips India for reimbursement in line with policy. For expenses for visas obtained on arrival to the embarkation country, these receipts can be given to the onboard Senior Accountant/ Finance Officer.

Training, Certification and Documentation

Please be aware that any course booking, attendance and related certification must be agreed with the relevant Manager, Fleet HR and Crewing in advance. Pre-approval must be obtained in order to be eligible for any reimbursement.

Initial course costs and related expenses are at the cost of the crew member. Receipts must be provided to the Senior Accountant or Finance Officer onboard who will make the payment to the crew member.

Item	Deck & Engine
Compulsory Training for joining: Valid certificates as per C601D Matrix and License Renewal	Training cost at Silversea's expense or 100% reimbursable. License renewal 100% reimbursable For Captain, Staff Captain, Chief Engineer, Staff Engineer and Chief Electrician only: Related travel and accommodation costs reimbursable in line with Travel Policy . Basic wages paid for the training and travel days.
Company Required Training e.g. IMO Train the Trainer, Bridge Watch Keeper, Leadership	Training cost at Silversea's expense or 100% reimbursable. Related travel and accommodation costs reimbursable in line with Travel Policy . Basic wages paid for the training and travel days. Evidence of company request to attend this training must be provided to the Senior Accountant/Finance Officer together with receipts.
TOSE (Test of Spoken English) (Required for first joining)	At employee's expense
Bahamas Endorsements and Certificates	Applied for and paid by Silversea
BLS (Basic Life Support Training) ATLS (Advanced Trauma Life Support Training) ACLS (Advanced Cardiac Life Support Training)	Fully reimbursed for Doctor's and Nurse's only. Travel expenses (transportation, accommodation, subsistence) are at the expense of the Doctor or Nurse. Silversea will not compensate the Doctor or Nurse for travel and training days.
PALS (Pediatric Advanced Life Support Training / Certification)	For Doctors only: reimbursed up to a maximum of US\$ 300.00

Item	Hotel and Expedition
STCW Basic Training: 4 basic modules Crowd Management, Crisis Management and Security Awareness Seafarer with Designated Security Duties *Please be aware that STCW modules for crew are available free of charge on the Silversea Learning Platform	100% reimbursement for Hotel Director, Finance Officer, F&B Manager and Cruise Director and Expedition Leader Including reimbursement for related travel and accommodation costs (as per Travel Policy) and basic wages for the training and travel days for above Senior Officers only. For all other positions, STCW and Security Awareness is either free if completed on the SLP or at employee's expense if done in a shore Training Centre.

<p align="center">USPH United States Public Health Training (Arranged by Silversea)</p>	<p>Training cost as well as related travel and accommodation costs are at Silversea’s expense (as per Travel Policy). Additionally, Silversea pays basic wages for the training and travel days in case the employee is not yearly contracted. If yearly contracted, training and travel days will be added to the yearly day count.</p>
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Travel Policy

Receipts for repatriation travel expenses, need to be taken to your next assigned vessel for reimbursement. If you do not have an assignment within 3 months or if your expenses are above US\$ 250, kindly send your receipts to your contact in the Fleet HR and Crewing Department (Expedition Field Staff Administrator for Expedition Team). They will then coordinate with the vessel to arrange for reimbursement via the payroll (first week of the next month).

Economy class flights, accommodation and transfers are arranged by Silversea and the port agents. Business Class flights will be arranged for Captain, Chief Engineer and Hotel Director travelling long haul if the longest leg of the journey being 5+ hours.

In case an employee had extra expenses during the embarkation or repatriation, the below policy applies. Alcoholic beverages, phone expenses, laundry and internet charges are not reimbursable.

Item	Deck & Engine	Hotel	Expedition
<p>Subsistence (Meals and non-alcoholic refreshments)</p>	<p>If an employee has a significant wait (outlined below) between flights or between disembarking the ship and repatriation flight, they are entitled to be reimbursed for one meal. If the waiting time is twelve (12) hours or longer, the employee is entitled to be reimbursed for two meals. Maximum amounts as per below Subsistence Maximum Reimbursements.</p> <p>If the waiting period is more than four (4) hours, but less then above, refreshments up to USD 20.00 are reimbursed, with exception of breakfast, for which USD 10.00 applies.</p> <p>The definition of a significant wait is Seven (7) hours + for Officers and Eight (8) hours for Crew / Ratings.</p>		
<p>Air Travel Excess Baggage</p>	<p>If the airline ticket includes less than 40 kg baggage allowance, excess baggage charges for the difference up to a maximum of 40 kg are reimbursed. Receipts must be provided.</p> <p>Cruise Directors are reimbursed a maximum of US\$150 for excess baggage due to the nature of their role and requirement to wear their own clothing. Any amount over the \$150 allowance must be pre-approved by the relevant department scheduler. Receipts must be provided.</p> <p>Assistant Cruise Directors, Singers, Dancers and Musicians may be reimbursed for excess baggage if an amount is pre-approved by the relevant department scheduler in writing. Receipts must be provided.</p>		

Employees arranging their own air travel

We do not encourage crew to make their own air travel arrangements. Any crew member choosing to do so, does so at their own risk. Therefore, we recommend that crew obtain flexible / refundable tickets and sufficient travel insurance.

For employees making their own air travel arrangements, reimbursement is paid up to the amount of the lowest fare ticket as communicated to the employee by the Fleet HR and Crewing Team. For sign off flights, this must be agreed in advance and reimbursed in the last month onboard before signing off (not on the next contract). Please see HR Manual for further details.

For sign on flights, receipts must be taken to the Finance team as soon as possible once arriving onboard. There will be no reimbursement without proper receipts. Receipts older than 3 months cannot be submitted for reimbursement.

Reimbursement will never be higher than the amount paid and never higher than the lowest fare quoted by the Fleet HR and Crewing Team.

Any employee booking their own airfare bears the risk in case the sign on or off date or port needs to be changed for operational reasons. If this occurs then the cost of the flight will be at the Employee's expense.

When a crew member has made their own travel arrangements to sign off, if a separate airport or hotel transfer is required, we do not cover the transfer cost *except for Executive Committee members where one separate transfer will be arranged at the company expense upon request.

However, If the agent needs to arrange an airport transfer for all crew due to immigration restrictions, this will be arranged at company expense. Additionally, if there is a group transfer, and the crew member can be added without an additional cost, this will be arranged.

When a crew member has made their own travel arrangements to sign on, if their flight cost does not reach the full reimbursement limit provided, they may use the remaining balance for the following (as per policy/position):

- Hotel – 1 night
- 1 dinner
- 1 breakfast
- 1 transfer

Any reimbursement for sign on travel arrangements is limited to the total amount of allowance provided by the Fleet HR and Crewing Team.

Travel days will not be paid when crew are making their own air travel arrangements.

When joining a vessel with own arrangements, the crewmember is responsible for arriving to the vessel on the morning of embarkation.

Once leaving the vessel with their own arrangements, accommodation will not be provided by Silversea and any hotel bookings will be at the crew members own expense.

Ground Transport

Joining or repatriation by car instead of plane requires pre-authorization from the relevant member of the Fleet HR and Crewing Team (Expedition Field Staff Administrator for Expedition Team).

Some positions (listed below), are eligible for reimbursement of travel costs from their home to the closest international airport. This does not apply if own flight arrangements have been made.

Item	Deck & Engine Officers (2 stripes and above)	Hotel Hotel Director, Financial Officer, F&B Manager, HR Manager, Guest Relations Manager, Rooms Division Manager, Executive Chef, Shore Concierge Manager, Cruise Director, Future Cruise Manager. No reimbursement for other Hotel positions.	Expedition All
Public Transport home to airport / airport to home (Train / Bus)	As per allowance in Travel reimbursement table		
Taxi home to airport Taxi airport to home	As per allowance in Travel reimbursement table		
Use of Personal Car or Rental Car for travel from home to airport	Reimbursement is calculated by distance only, accordingly to Google Maps (to/from home address as per employment contract): USD 0.625/mile, USD 0.39/km. Only 1 way is reimbursable. Gasoline receipts and highway toll receipts are not accepted.		
Flight from Domestic airport to an international airport	In case it is most efficient to take a domestic flight to an international airport, a reasonable flight cost may be reimbursed with prior approval from the Fleet HR and Crewing Team (Expedition Field Staff Administrator). The approval email must be shared with the Finance Team onboard.		
Hotel Accommodation Prior to joining	In case the flight to join a ship is departing at a time when it is impossible to use public transportation to reach the airport, and the cost of the journey to the airport by private car/taxi is higher than the cost of one hotel night and dinner as stipulated in the Travel Maximum Reimbursements , Silversea will reimburse the cost of public transportation plus overnight in a hotel close to the airport and one dinner on the day prior to the flight departure. The relevant member of the Fleet HR and Crewing Team (Expedition Field Staff Administrator) will need to pre-authorise such arrangements.		

Day Room: In the event of a long wait for the repatriation flight (time between disembarkation and flight departure, which might be dictated by customs/immigration regulations), or in the event of a long layover in between flights, the employee is entitled to hotel accommodation arranged by Silversea. In those airports where Silversea is unable to book accommodation, the employee will be reimbursed up to the amounts indicated in the [Travel Maximum Reimbursements](#).

Below conditions need to be met for eligibility:

	Officer, EL / AEL	Rating/Crew Member/ Expedition team
Flight departure after sign off	10 hours or longer	12 hours or longer
Layover between flights	7 hours or longer	12 hours or longer

At the discretion of the Fleet HR and Crewing Team, reasonable resting provisions can be made when there is an overnight period during a layover or before a debarking flight.

Mandatory Quarantine

Where mandatory quarantine is required in your home country on arrival home, this will be reimbursed. Please liaise with your onboard HR Manager and Finance Officer before departing the vessel.

Maximum Reimbursement Amounts

Subsistence Maximum Reimbursements:

Item	Senior Officers EL / AEL	Officers Expedition team	Ratings
Breakfast	USD 20.00	USD 15.00	USD 15.00
Lunch	USD 30.00	USD 25.00	USD 20.00
Dinner	USD 40.00	USD 35.00	USD 25.00

Travel Maximum Reimbursements:

Item	Senior Officers EL / AEL	Officers Expedition team	Ratings
Public Transport (Train/Bus)	Fully reimbursed First Class	Fully reimbursed First Class	Fully reimbursed Second Class
Taxi	USD 120.00	USD 70.00	USD 50.00
Hotel	USD 200.00	USD 120.00	USD 80.00