



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.

The screenshot shows the Alaska Airlines website interface. At the top, the Alaska Airlines logo is on the left, and navigation links 'Book', 'Manage', 'Check In', and 'Where we fly' are on the right. Below the logo, a blue banner reads 'Welcome. Let's go somewhere.' Underneath this is a search bar with tabs for 'Book', 'Check in', 'Flight status', and 'Manage trip'. The 'Book' tab is selected, and within it, the 'Flights' sub-tab is active. The search form shows 'One-way' selected and 'Use miles' unselected. The 'From' field is 'Seattle, WA (SEA-Seattle)' and the 'To' field is 'Cordova, AK (CDV-Mudl)'. The 'Departure date' is '4/25/21'. The 'Adults' field shows '1 adult' and the 'Children' field shows '0 children'. There are links for 'All search options', 'Use discount or companion fare code', and a blue 'Find Flights' button.

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 representative 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!