

## TRAVEL POLICIES CELEBRITY CRUISE LINE

**UPDATED APRIL 2023**

**Please be advised, as of this week, Celebrity will now be doing all travel arrangements in-house.** (This change pertains to *all* talent agencies and vendor contractors.) Up until this point, we had access to Celebrity's flight booking system and tailored your airline preferences and routing requests as well as possible.

As a result, there are some changes we want to advise you of:

1. Moving forward, we will submit a request form to Celebrity with your city pairs (example, LAX-MIA) and dates. (Note, you are still allowed to request to travel early or stay late of your official contract dates, but it must be requested in advance.) We will advise Celebrity of your airline or alliance preferences as well as your requested time of day to travel, but their travel experts will apply their corporate policies to the selections that are made.
2. **Once a ticket is issued, there will be no changes, unless it is required by a ship itinerary change or something determined by Celebrity Cruises. We can no longer assist with personal requests to tweak, change or pay for changes to accommodate family-related issues, personal business needs or personal vacation plans. If an individual needs to change their travel, they will have to pay for their own travel, Celebrity will not reimburse.**
3. All travel requests need to be submitted the first of the month for the following month. For example, we need to submit all of June travel requests by May 1st.

I am happy to answer any questions you may have. Please do not reply or respond to this email, instead please send your questions and comments in a separate email.

Kind regards,

Sheri