

## **Travel Edge Tour Conductor Policy**

At Travel Edge, we are committed to providing you with a competitive advantage. We encourage you to leverage the numerous benefits afforded to you as a valued member of the Travel Edge Network and our Ensemble Membership.

### **Supported Affinity Groups**

Travel Edge supports your individual Affinity Cruise Groups, which are specifically opened and managed by you at the branch level to optimize your TC earning potential.

### **Tour Conductor Disbursement for Affinity Groups**

You will continue to receive 100% of any TC credits earned through an affinity group contracted solely by you at the branch level.

- If you reach the required minimum guests/staterooms to earn the Tour Conductor (TC) Credit, please notify Advisor Services. They will subsequently send an email to request Tour Conductor (TC) payment for your affinity group at the full amount of 100%, which is not subject to commission split.
- Please note that if the required stateroom target is not met, thereby failing to qualify for the Tour Conductor (TC) credit, there will be no earnings to disburse.

### **Tour Conductor (TC) Disbursement Through Joint Marketing via Travel Edge**

In instances where a Tour Conductor (TC) credit is generated by a collaborative group of advisors through joint promotions on the intranet or other Travel Edge-managed platforms.

- Earnings will be allocated as follows: 65% to the contributing agents (whether employee or independent) and 35% to Travel Edge.
- This policy will take effect for new groups booked from January 1, 2024, onwards. Tour Conductor (TC) credits will be disbursed proportionately among the contributing agents.

### **If you would like to enlist the help of TEN advisors for Branch Level Group to be Posted on the Intranet.**

To ensure a smooth process in posting your group to the intranet, please follow these steps:

#### **Step 1:**

- Email your request to [advisor.services@traveledge.com](mailto:advisor.services@traveledge.com)
- Include the following information:
  - Cruise Line
  - Sail Date
  - Number of Nights
  - Group ID #
  - Ship, Destination/Itinerary
  - Tour Conductor Information
  - Group Amenities

- Any attachments (e.g., PDF flyers)

**Step 2:**

- Advisor Services will review your request and post the sailing date in the Cruise section of the Intranet.

Thank you for your continued dedication to excellence and for being a vital part of the Travel Edge community.