

JUL 28 2020

Office of
Employment & Training

July 23, 2020

VIA E-MAIL AND FIRST CLASS MAIL

Nebraska Department of Labor
Office of Employment and Training
Attn: Rapid Response Administrator
550 South 16th Street
Lincoln, NE 68508-4600
NDOL.RapidResponse@nebraska.gov

Dear Sir or Madam:

Pursuant to the requirements of the Worker Adjustment and Retraining Notification Act (WARN), this letter serves to notify you in writing of employment terminations which meet the WARN Act definition of a plant closing and/or mass layoff. Due to the severe impact of the COVID-19 pandemic on the travel industry, Travel and Transport, Inc. (the "Company"), located at 2120 South 72nd Street, Omaha, Nebraska 68124, will be forced to reduce the size of its workforce through both permanent layoffs and temporary furlough extensions.

On March 25, 2020, the Company notified affected employees that they would be placed on temporary furlough. At the time, Travel and Transport fully expected to bring these employees back to work within six (6) months. Unfortunately, in light of the continued uncertainty created by the COVID-19 pandemic and the unanticipated downturn in the Company's business, the Company now believes that it is necessary to both extend the temporary furlough beyond six (6) months and further reduce its workforce through permanent layoffs. At this time, these actions are expected to result in the temporary elimination of 87 employees through extended furloughs and reduced hour schedules and the permanent elimination of 49 employees.

The layoff is scheduled to be communicated in the form of 60-day advance notice to each of the affected employees. The Company expects to give notice to employees on or around July 25, 2020, with an expected layoff date of September 25, 2020.

Bumping rights do not exist with respect to the elimination of the represented positions. There are no unions at our site.

Attached as **Exhibit A** is a list of job titles and the number of employees affected within each job title.

If you need additional information, please contact Jim Winterscheid, Senior Vice President, Human Resources, at 402-399-4500 or hrbranch@tandt.com.

Sincerely,

Kevin M. O'Malley
Chairman and CEO



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EXHIBIT A

Employees Affected by Permanent Separations

| Job Title | Number of Employees Affected |
|---|-------------------------------------|
| Administrative Coordinator | 1 |
| AP Coordinator I | 1 |
| Assistant Manager | 1 |
| Billing Coordinator II | 1 |
| Billing Coordinator III | 1 |
| Corporate Trainer | 1 |
| Corporate Travel Advisor | 8 |
| Corporate Travel Advisor, Onboarding | 6 |
| Corporate Travel Advisor, Private Equity | 1 |
| Customer Service Counselor II | 2 |
| Director, Divisional Controller | 1 |
| E-Fulfillment Travel Advisor | 3 |
| Group Air Advisor | 2 |
| Group Travel Lead | 1 |
| IAR Specialist I | 1 |
| IAR Specialist II | 1 |
| Manager, Systems Administration | 1 |
| Marketing Operations & Analytics Specialist | 1 |
| Meeting Planner | 1 |
| Operations Analyst | 1 |
| Project Administrator | 1 |
| Senior Mail Clerk | 1 |
| Sr. Director, Operations | 1 |
| Sr. Marketing Communications Specialist | 1 |
| Sr. Marketing Specialist | 1 |
| Sr. Quality Assurance Analyst | 1 |
| Supervisor, Operations | 2 |
| Support Specialist – Business Intelligence | 2 |
| Systems Administrator | 1 |
| Telecommunications Specialist II | 1 |
| Web Developer II | 1 |
| Grand Total | 49 |



Employees Affected by Extensions of Temporary Furloughs

| Job Title | Number of Employees Affected |
|--|-------------------------------------|
| Account Manager | 1 |
| Account Support Representative | 1 |
| Accounting Coordinator | 1 |
| Accounts Receivable Clerk | 1 |
| Billing Coordinator I | 1 |
| Command Center Specialist | 2 |
| Corporate Trainer | 2 |
| Corporate Travel Advisor | 9 |
| Corporate Travel Advisor, Onboarding | 7 |
| Corporate Travel Advisor, Private Equity | 1 |
| Director, Organization Development | 1 |
| Group Air Advisor | 1 |
| Group Travel Lead | 1 |
| HR Talent Coordinator | 1 |
| IAR Specialist II | 1 |
| IT Assistant | 1 |
| Leisure Travel Advisor | 2 |
| Manager, Organization Development | 1 |
| Marketing Specialist | 1 |
| Operations Assistant | 1 |
| Operations Coordinator | 1 |
| Operations Services Specialist II | 1 |
| PC Lan Technician II | 2 |
| Security Specialist | 1 |
| Sr. Account Manager | 1 |
| Sr. Creative Specialist | 1 |
| Sr. Manager, Business Analysis | 1 |
| Sr. Talent Acquisition Specialist | 1 |
| Grand Total | 46 |



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Employees Affected by Extensions of Temporary Reduced Hours/Pay Schedule

| Job Title | 25% Pay | 50% Pay | Grand Total |
|---|----------|-----------|-------------|
| Business Systems Analyst | 1 | | 1 |
| Corporate Travel Advisor | | 1 | 1 |
| Corporate Travel Advisor, Private Equity | | 1 | 1 |
| Director, Group Air | | 1 | 1 |
| Director, Internal Communications | | 1 | 1 |
| Director, Operations | | 1 | 1 |
| Director, Technology Solutions | | 1 | 1 |
| Director, Telecommunications | | 1 | 1 |
| Event Support Specialist | | 1 | 1 |
| Executive Director, IT Services | | 1 | 1 |
| Executive Director, Service Delivery | | 1 | 1 |
| Global Data Analyst | | 1 | 1 |
| Leisure Travel Advisor | | 1 | 1 |
| Manager, Command Center | | 1 | 1 |
| Manager, Events | | 1 | 1 |
| Manager, Executive Assistant | | 1 | 1 |
| Manager, Global Hotel Operations | | 1 | 1 |
| Manager, Help Desk Operations | | 1 | 1 |
| Manager, Information Security & Risk | | 1 | 1 |
| Manager, Supplier Marketing | | 1 | 1 |
| Operations Analyst - RPT | | 1 | 1 |
| Operations Services Specialist III | | 1 | 1 |
| Partner Solutions Group Analyst II | | 1 | 1 |
| PC Lan Technician II | | 1 | 1 |
| Programming Support Specialist - Bus. Intel | | 2 | 2 |
| Sr. Data Analyst | | 1 | 1 |
| Sr. Developer | | 1 | 1 |
| Sr. Director, Financial Planning & Analysis | | 1 | 1 |
| Sr. Director, Global Airline Programs | | 1 | 1 |
| Sr. Director, Loyalty, TDL & Vacations | | 1 | 1 |
| Sr. Director, Service Delivery | | 1 | 1 |
| Sr. Information Security and Risk Analyst | | 1 | 1 |
| Sr. Manager, Financial Analysis | | 1 | 1 |
| Sr. Manager, Financial Analysis Pricing | | 1 | 1 |
| Sr. Project Manager | | 1 | 1 |
| Supervisor, Support Services - Bus. Intel | | 1 | 1 |
| Systems Administrator | | 1 | 1 |
| Technology Solutions Team Leader | | 1 | 1 |
| Telecommunications Specialist III | | 1 | 1 |
| Travel Manager | | 1 | 1 |
| Grand Total | 1 | 40 | 41 |

