



PASSPORT REIMBURSEMENT FORM

for RPS and NANA Contract Employees

RPS reimburses Raytheon and NANA contract employees for passport expenses related to their deployment to Antarctica.

FALSE AND/OR FRAUDULENT CLAIMS MAY RESULT IN PENALTIES AND DISQUALIFICATION FROM THE UNITED STATES ANTARCTIC PROGRAM.

RSP and NANA contract employees should complete and submit this form with ORIGINAL ITEMIZED RECEIPTS. If you are deploying soon, you may prefer to wait until you reach the Ice and complete a WebTE expense report to enable direct deposit to your checking account. Please keep copies of your receipts for at least a year for auditing purposes.

Expense reports must be submitted by March 1st of the following calendar year. The maximum reimbursement amount is \$175.

Eligible Expense	Amount
Passport Fees	
Photos	
Mailing/Courier Costs	
PASSPORT TOTAL	

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Signature: _____

RPS Employee: NANA Employee:

Direct Deposit is available for current employees only; therefore a mailing address must be provided.

Send to: Raytheon Polar Services
 Deployment Specialists Group
 7400 S. Tucson Way, Centennial CO 80112-3938
 (720) 568-2083 or (800) 688-8606, prompt 2
 Secured fax: 303-705-0742
 E-mail: deploy@usap.gov

For RPSC use only	Approved	PeopleSoft #	Date
Total Reimbursement:			
Charge Code:	R-PX30-209Q32X03BE \$ _____		