

GRANTEE DEPLOYMENT TRAVEL REQUEST WORKSHEET (TRW)

This form should be returned **eight (8) weeks** before the scheduled departure date.

All tickets will be purchased a **minimum** of **fourteen (14) days** in advance.

Please complete and return to: Raytheon Polar Services Attn: Deployment Specialists Group 7400 South Tucson Way Centennial, CO 80112-3938	Fax: 303-705-0742 Phone: 800-688-8606 prompt 2 303-790-8606 prompt 2 Email: deploy@usap.gov	RPS POC: _____ Principal Investigator: _____ Event #: _____ AA Frequent Flyer #: _____ Other FF #s: _____
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<p style="text-align: center;">Please print clearly</p> Name: _____ (First name, Full Middle Name, Last Name) Airport of Departure: _____ Closest major airport Need transportation to airport? YES <input type="checkbox"/> NO <input type="checkbox"/> Emergency Contact Name and Phone Number: _____ _____ _____	Home Phone: () _____ Business Phone: () _____ Cell Phone: () _____ Email Address: _____ FedEx Delivery Address (P.O. Boxes not accepted): _____ _____ _____
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REQUESTED TRANSPORTATION ARRANGEMENTS: (YOU MUST PROVIDE RETURN DATE EVEN IF APPROXIMATE)

From City/State and/or Airport	To City/State or Country	*Date	ETD Earliest/Latest	ETA Earliest/Latest	Seating Requests	Special Meal Requests
			:	:		
			:	:		
			:	:		
			:	:		

Any necessary visa should be obtained before leaving the U.S. by contacting the embassies of the countries to be visited. Failure to do so may complicate or delay your travel. The U.S. Antarctic Program does not pay for or provide assistance in obtaining visas.

Vessel Departure Date: _____ Cruise #: _____ Arrival Date at McMurdo Station: _____ Arrival Date at South Pole Station:* _____ *Arrival dates must be coordinated with the South Pole Asst Area Manager Arrival Date at Palmer Station: _____	*Allow a minimum of four (4) days prior to requested date of departure to Antarctica for travel time from AOD to Christchurch, NZ and three (3) days prior to requested date of departure to Antarctica for travel time from AOD to Punta Arenas, Chile, or vessel departure date. All travel arrangements are made in accordance with the Federal Acquisition Regulations (FAR) and in the best interest of the U.S. Government.
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All business stops must be approved by the NSF in advance of ticketing. If stops are required, please provide an explanation. Any personal stops en route must be coordinated directly with the airline, and any additional costs incurred due to personal stops will be the traveler's responsibility. **Excess Baggage costs are no longer reimbursed by RPS – please review your airline's website prior to flight to ensure you are prepared to pay any associated costs.** The *USAP Participant Guide* provides further instructions regarding excess baggage. If you plan to transport high value/high tech items through New Zealand, RPS DSG will provide you with an original, individually assigned New Zealand customs form for your items. Contact RPS DSG for further instructions at 800-688-8606 prompt 2 or 303-790-8606 prompt 2.

HOTEL REQUESTS (see RPS form DSG-DT-100BI for hotel suggestions):

Check in date _____ Check out date _____

Christchurch, NZ
 Punta Arenas, Chile
 Other (include phone) _____

1st Choice of Hotel _____
 Willing to Dorm? Yes No

2nd Choice of Hotel _____
 Willing to Dorm? Yes No

No Hotel Preference
 Smoking Room
 Non-Smoking Room

Roommate(s): _____
 Single
 Twin Beds
 Double

NO HOTEL REQUIRED Local contact phone number if no hotel required _____