

Arranging Your Own Travel?

Approved Self-Ticketers:

If your NSF grant stipulates self-ticketing (as identified in the Operational Notice), you are required to book your own roundtrip travel to Christchurch or Punta Arenas. RPSC does not reimburse or assist with ticketing or travel en route. If in doubt, contact your PI or RPSC Point-of-Contact.

Once you make your arrangements, please send a copy of your itinerary and New Zealand/Chile hotel request to deploy@usap.gov. The Christchurch/Punta Arenas Office will be happy to assist with hotel reservations.

Book Your Own Travel (RPSC reimburses):

Ordinarily RPSC books your travel and pays for your ticket. If you reside outside the United States, or for other reasons prefer to purchase your own roundtrip ticket to Christchurch or Punta Arenas, please note that RPSC can only reimburse up to the not-to-exceed (NTE) amount. The NTE is the amount it would cost RPSC to purchase your airline ticket from your home institution/gateway city airport of departure to Christchurch or Punta Arenas and return.

- > If possible, wait until after you PQ to purchase tickets. You will not be reimbursed if you do not PQ.
- > In order to qualify for reimbursement, **you must purchase your ticket on a U.S. Flag Carrier, or on its code share flight**, if available. For example, fly United Airlines instead of Air New Zealand.
- > RPSC can only reimburse individuals, not institutions or other entities.
- > The Program does not reimburse airline-imposed baggage fees.
- > You will need to complete, sign, and date an expense report, and include your ticket receipt(s) indicating payment in full. The expense report form (with instructions) will be provided with the NTE. **Your reimbursement is processed the day you start your travel.**
- > If your personal schedule changes, or if flights are changed/cancelled en route, or if your Ice flight changes, whether for deployment or redeployment, you will need to work directly with the airline(s) or your travel agent. RPSC cannot assist because they do not control the ticket.
- > Be aware that the class/type of tickets you purchase can seriously limit your ability to make changes. Flights may not be available and the ticket can have significant restrictions and penalties.
- > Change fees or other penalties will not be reimbursed if they exceed the NTE amount.
- > Once you make your arrangements, please send a copy of your itinerary and New Zealand/Chile hotel request to deploy@usap.gov. The Christchurch/Punta Arenas office will be happy to assist with hotel reservations.

Please let RPSC book your travel if at all possible. They issue flexible, open-ended tickets with generous baggage allowances (two bags up to 70 lbs each), offer 24/7 support, and are experienced Antarctic travel specialists.

If you still wish to book your own travel, please request the NTE amount via e-mail from deploy@usap.gov.

And remember that if you do not possess a U.S. passport and are transiting through the U.S. from a foreign country (including Canada) en route to Antarctica, you must register with ESTA (Electronic System for Travel Authorization) at <https://esta.cbp.dhs.gov/esta/> before you leave home.

We wish you safe travels and a productive deployment!

The Deployment Specialists Group

Raytheon Polar Services Company
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