

- All travel arrangements are made in accordance with Federal Acquisition Regulations (FAR) and in the best interest of the U.S. Government.
- ASC does not allow or arrange pre-deployment personal travel en route to Antarctica.
- Hotel stays expensed without pre-authorization from ASC Travel will not be reimbursed.
- Please do not ask ASC Travel to consider special routing or layovers on your way to the Ice, which can be considered misuse of government funds. ASC cannot use government funds for personal travel.
- Increasingly, airlines are restricting the number of seats that can be pre-assigned.
 - ASC Travel does not have the ability to pre-select your seat.
 - More often than not, you will need to wait until check-in to select a seat.
- It is not recommended to upgrade your ticket, or any part of your ticket. If you do ...
 - ASC may lose control of the ticket and ASC Travel will be unable to assist with travel issues en route or during redeployment, and ...
 - All changes en route and at redeployment become your financial responsibility, with no reimbursement.
- Travel documents are emailed in a separate email when you are ticketed by the USAP from USAP-Deploy-DoNotReply. These include a 12-month visa letter for New Zealand or a USAP participation letter for Chile, but not your ticket which is emailed separately.
- Tickets are e-tickets. Your final itinerary is emailed approximately 7-21 days before deployment from antarcticagents@tlcorporate.com; you'll want to print it and bring it with you. Please check your email (including SPAM folders) frequently as deployment approaches.
- ASC normally issues one-way tickets. Return tickets are purchased upon redeployment.
- Once you're ticketed, further details about your time in New Zealand or Chile (hotel, ECW, etc.) will be emailed from the Christchurch or Punta Arenas Travel office. Room and taxes are direct billed to ASC but the hotel will require a personal credit card for incidentals.
 - **Grantees** - Your hotel room is reserved by ASC but not paid for; you are responsible for settling the bill at checkout.

ICE DATES

- Your Ice dates are determined by your job, supervisor, or PI. ASC Travel is unable to change your Ice dates. Changes must be coordinated with your employer or ASC Science Implementer.
- Please direct job-specific questions to your Hiring Manager.

MISCELLANEOUS

- For other information about life on the Ice, consult the online [USAP Participant Guide](#).
- Check the expiration of your ATM and credit/debit cards, too. Palmer Station is cashless. McMurdo accepts cash or credit, and South Pole is cash only.
- TDY (temporary duty) in Christchurch must be pre-approved.
- If there are changes to your medical or dental health after you physically qualify, you must notify medical@usap.gov before you deploy.
- Redeployments are processed on the Ice and are coordinated with your supervisor or MPC.
- Please check your email (including SPAM folders) frequently as deployment approaches.



Customs and Immigration

PASSPORTS

Regardless of nationality, your passport must be valid for six months after your return.

VISAS – U.S. CITIZENS

U.S. citizens are granted visas at the port of entry for New Zealand and Chile. It is not necessary to obtain a visa before travel commences.

VISAS – NON U.S. CITIZENS

If you do not possess a U.S. passport, the U.S. Antarctic Program does not, and cannot, provide advice about obtaining visas. Check entry requirements with the consulate of the countries to be transited/visited. Any necessary visas should be applied for at least eight weeks before deployment. [FAILURE TO DO SO COULD DELAY OR EVEN PREVENT YOUR DEPLOYMENT.](#)

- For Australia and New Zealand, request a visitor's visa.
- For Chile, request a multiple-entry tourist visa. As far as Customs and Immigration is concerned, you will be entering and departing Chile twice.
- If you need a letter identifying you as a USAP participant in order to obtain a visa, please contact ASC Travel.

NEW ZEALAND

All participants receive a letter that identifies them as a USAP participant, to whom New Zealand grants an extended visitor visa valid for 12 months. The 12 months start the day you arrive in New Zealand and Ice time is included in your New Zealand "trip."

U.S. citizens require an Electronic Travel Authority (NZeTA) to enter New Zealand. ASC will obtain these on your behalf if 1) you are a citizen of the United States or one of the 60 countries that do not require a visa to New Zealand, and 2) you have a valid passport in your possession and have submitted the passport details to ASC Travel a minimum of six weeks before travel commences. If you are not a US citizen and need a visa to enter NZ, the NZeTA is included with your visa. New Zealand and Australian citizens are exempt from the NZeTA.

If you are deployed longer than 12 months, the Christchurch Travel Office will assist in your coordination New Zealand Immigration to extend your visa until after your redeployment date.

NZ TRAVELLER DECLARATION

- The NZ Traveller Declaration is a requirement to enter New Zealand. ASC will send instructions on how to apply with the visa letter, emailed prior to deployment.

HIGH VALUE GOODS

If you plan on carrying any single item worth more than US \$1000, excluding personal items such as laptops and cameras, please indicate that on the *Trip Details* form in this packet.

TOBACCO PRODUCTS

You are entitled to bring the following quantities of tobacco into New Zealand duty-free. Anything more is subject to Customs duty and goods and services tax (GST). These restrictions do not apply to electronic cigarettes.

- 50 cigarettes, or
- 50 grams of cigars or loose tobacco, or
- A mixture of all three weighing not more than 50 grams.



WEBSITES

New Zealand Customs home page: www.customs.govt.nz

Visas: www.immigration.govt.nz/new-zealand-visas

NZeTA: www.immigration.govt.nz/new-zealand-visas/visas/visa/nzeta

Duties and allowances: www.customs.govt.nz/personal/duty-and-gst/whats-my-duty-estimator

Prohibited and restricted items: www.customs.govt.nz/personal/prohibited-and-restricted-items

CHILE

U.S. citizens with a valid passport can enter Chile for up to 90 days on a tourist visa, reset at each port of entry.

There are likely to be other entry requirements. ASC will coordinate with each traveler as needed.

WEBSITES

Visas (unofficial but in English): <http://chile.travisa.com/Common/TVSVisalInstructions.aspx?countryid=cl>

AUSTRALIA

U.S. citizens transiting through Sydney do not need a visa, however, you must stay inside the transfer area of the international terminal. "Transiting" is defined as changing flights/traveling through the airport for less than eight hours. Leaving the terminal is a violation of Australian law.

A scheduled layover longer than eight hours requires an electronic visitor's visa (ETA subclass 601). Passengers with ETAs are allowed to leave the terminal. When/if you are routed through Australia, ASC Travel will send you instructions to apply for an ETA; there is a small fee which is reimbursable. Participants from ETA-ineligible countries should apply for a visitor's visa at least eight weeks before deployment.

When unscheduled flight delays create a layover longer than eight hours, the airline generates an ETA for you before you land. If you are delayed through your own fault, be prepared to purchase the ETA yourself.

Sea travel also requires a Maritime Crew Visa (MCV subclass 988). If you're boarding a ship, the MCV must be obtained before you arrive in Australia and the application can take up to five days.

WEBSITES

Australian Department of Home Affairs home page: <http://www.customs.gov.au/>

Visas: <http://www.border.gov.au/Trav/Visa>

Electronic Visitor's Visa (ETA subclass 601): <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/electronic-travel-authority-601>

Maritime visas (MCV subclass 988): <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/maritime-crew-988>

Duties and allowances: <https://www.abf.gov.au/entering-and-leaving-australia/duty-free>

Prohibited and restricted items: <https://www.abf.gov.au/entering-and-leaving-australia/can-you-bring-it-in>

UNITED STATES

ESTA

If you do not possess a U.S. passport, *and*:

- If your travel originates in a foreign country (excluding Canada), *and* you are transiting through the U.S. 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. This is a requirement of the U.S. Department of Homeland Security and applies even if you are only in the U.S. to connect to another flight.



USAP Baggage Allowance

SOUTHBOUND

If your luggage is within the USAP baggage allowance (two bags up to 50 lbs/23 kgs each), you should not have to pay baggage fees on United Airlines or Air New Zealand. Be prepared to pay baggage fees on other airlines. If you travel within these allowances and are still charged baggage fees, ASC will reimburse *with receipts*. Submit your receipts to your employer or institution with your expense report for reimbursement.

Review airline baggage policies before departure for prohibited items and baggage dimensions/weight, especially if traveling on more than one airline.

LATAM has changed its international baggage allowance from two pieces of checked baggage to one, so *do* expect to pay for (and expense) the second bag to/from Chile. Both ways, southbound and northbound.

Charges for oversized bags, that is, any bag larger than 62 inches (158 cm) overall (length + width + height), are not reimbursable.

On board the vessels, there are no weight restrictions but space is limited.

NORTHBOUND

If you elect first available air (FAA) when redeploying, normal USAP baggage allowances apply.

For personal travel, the USAP baggage allowance applies only from Christchurch or Punta Arenas/Santiago on United and Air New Zealand. Even so, be prepared to pay baggage fees. Baggage fees incurred during personal travel on other airlines and other routes are the responsibility of the participant and are not reimbursable. ASC baggage rules still apply, that is, two bags up to 50 lbs/23 kgs each, no oversized bags.

MCMURDO/SOUTH POLE

SUMMER PARTICIPANTS

COMMERCIAL FLIGHTS AOD TO CHRISTCHURCH

- 2 BAGS* 50 lbs (23 kgs) each + carry on**

ICE FLIGHT TO MCMURDO

- Ice flight allowances are strictly enforced; excess baggage must be pre-approved.
 - **Grantees** - Please coordinate any excess baggage (weight and/or pieces) with your ASC Science Implementer.
- 85 lbs (38.5 kgs)+ carry on** (save room for 10 lbs of ECW gear)
 - Carry on is limited to 15 pounds that must fit into a standard airline sizing box.

WINTER PARTICIPANTS

COMMERCIAL FLIGHTS AOD TO CHRISTCHURCH

- 2 BAGS* 50 lbs (23 kgs) each + carry on**

ICE FLIGHT TO MCMURDO

- 85 lbs (38.5 kgs) (South Pole winterovers = 100lbs) + carry on** (save room for 10 lbs of ECW gear)



- Carry on is limited to 15 pounds that must fit into a standard airline sizing box.

PALMER/VESSELS

ALL PARTICIPANTS

COMMERCIAL FLIGHTS AOD TO PUNTA ARENAS

2 BAGS* 50 lbs (23 kgs) each + carry on**

ON BOARD SHIP

No weight restrictions but space is limited

NOTES

**any bag larger than 62 inches (158 cm) overall (length + width + height) is considered oversized and is subject to extra (non-reimbursable) baggage fees*

***must fit into a standard airline sizing box*

