

DEPLOYMENT TRAVEL REQUEST WORKSHEET (TRW)

(for ASC fulltime deployments)

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

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

Please complete and return to: Antarctic Support Contract Attn: Travel Group 7400 South Tucson Way Centennial, CO 80112-3938	Fax: 303-705-0742 Phone: 800-688-8606 ext 33202 303-790-8606 ext 33202	Today's Date: _____ POC/Supervisor: _____ ASC Charge Code: _____ Other Charge Code: _____
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<p style="text-align: center;">Please print clearly</p> Name: _____ <i>(exactly as it appears on passport)</i> Title: _____ Teammate: _____ Airport of Departure: _____ Closest major airport Need transportation to airport? YES <input type="checkbox"/> NO <input type="checkbox"/>	Home Phone: () _____ Business Phone: () _____ Cell Phone: () _____ Email: _____ FedEx Delivery Address (P.O. Boxes not accepted): _____ _____ _____
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Purpose of Trip/Comments: _____ Deployment to: _____

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
			:	:		
			:	:		
			:	:		
			:	:		
			:	:		

AA Frequent Flyer #: _____

Obtain any necessary visas 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:* _____ <small>*Arrival dates must be coordinated with the South Pole Asst Area Manager</small> Arrival Date at Palmer Station: _____	*Allow a <u>minimum</u> 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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HOTEL PREFERENCES:

Check in date: _____ Check out date: _____

Christchurch: Hotels in Christchurch are assigned.

Punta Arenas: Diego De Almagro Isla Ray Jorge Jose Nogueira straight to vessel

Smoking Room Non-Smoking Room

NO HOTEL REQUIRED - Local contact phone number: _____

Any Personal Time? Non-Programmatic dates: _____

Supervisor's Signature/Date: _____ Director's Signature/Date: _____