

FULLTIME/PENINSULA/VESSEL DEPLOYMENT

This form ensures the deployment is approved and budgeted.
Please obtain a supervisor's signature before submitting to ASC Travel.

Name: _____
(*exactly as it appears on passport*)

Business Phone: _____

Teammate: _____

Supervisor: _____

Today's Date: _____

ASC Charge Code(s): _____

Complete this section if you are not deploying from the Denver office

Mailing Address: _____

Cell: _____

Home: _____

Email(s): _____

AOD	To CHC or PUQ?	Depart Date from AOD	Ice Date or Cruise #	Requested Departure Time Earliest/Latest	Any TDY Going South?	Redeploy Date or Return Cruise #	Any TDY Going North?
				:	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N
				:	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N
				:	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N

Double Deploying? ☐ Check here if you plan on another trip to the Ice this season, even if you do not know the details.

Personal Travel or TDY (TDY must be pre-approved to schedule hotels, workspace, payroll, etc. Use *CHC-FRM-001*.)

Personal Travel Dates: **no personal travel in 2020-2021**

Contact info, if any: **no personal travel in 2020-2021**

TDY Dates (**TDY in 2020-2021 must be approved by the Senior Leadership Team**): _____

Special Meals:

Freq Flyer 1: Airline _____ FF # _____

Freq Flyer 2: Airline _____ FF # _____

TSA/Global Entry #: _____

Hotel Check-In Date:

Check-Out Date:

Hotel in Christchurch: Hotels in Christchurch are assigned

Hotel in Punta Arenas: ☐ Cabo de Hornos ☐ Diego de Almagro ☐ Dreams
☐ Jose Nogueira ☐ Isla Rey Jorge ☐ straight to vessel

Room Type: ☐ Smoking ☐ Non-Smoking ☐ Single ☐ 2 Twin Beds ☐ 1 Double Bed

Roommate Request: _____

No Hotel Required: ☐ Local contact phone number: _____

Supervisor's Signature: _____ **Approval Date:** _____

Submit to ASC Travel after obtaining approval. An email from the supervisor saying "approved" is accepted in lieu of a hard copy.

