

## GRANTEE – ADDITIONAL INFORMATION

### TICKETING

ASC tickets grantees according to their Research Support Plan (RSP).

- For those identified as self-tickers, ticket purchase is the responsibility of the participant and travel costs come out of the science event's grant or sponsoring institution. Ticketing must still follow the Federal Acquisition Regulation (FAR) and limited support services are offered by ASC.
- ASC is contracted to get participants to and from their AOD's and their gateway cities of Christchurch or Punta Arenas. Deviations from contract language must be approved, in writing, by NSF and the Contracting Officers Representative (COR).

### BAGGAGE

#### ICE FLIGHT TO MCMURDO

Ice flight allowances are strictly enforced; excess baggage must be pre-approved.

- 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.
- Please coordinate **any excess baggage** (weight and/or pieces) with your ASC Science Implementer.

#### BAGGAGE REIMBURSEMENT

USAP only has reimbursement agreements with United and Air New Zealand. Charges with any other airlines will need to be reimbursed **through your institution/grant program**.

- Your itinerary/ticket will state that only one bag is paid for. This is not an error. The second bag can be waived if you are flying with United or Air NZ using a memorandum supplied by ASC Travel. That memo will become available to you once you are ticketed.

### ACCOMMODATIONS

- Hotel rooms in Christchurch/Punta Arenas are reserved for, but not paid by ASC; **grantees are responsible for settling the bill at checkout.**
- Shuttle Services between your hotel and the CDC
  - Take a Super Shuttle with your bags to downtown hotels. **USAP arranges the shuttles and grantees pay up front at time of use.**

### DELAYS

In the event of delays in Christchurch or Punta Arenas, grantees are responsible for covering excess nights.

- For delays in Punta Arenas, please email **travel@usap.gov**.
- The Christchurch travel team will make every effort to extend bookings in case of delays, but moving hotels may be necessary based on availability. We understand the financial burden of extra nights, you may reach out to **PTServices@usap.gov** if you have concerns of hotel movements.
  - If you would like to move hotels due to delays, PT Services must be notified with ample time to cancel hotel reservations.
    - Notice that this is often difficult as hotels must have at least 24 hours' notice for cancellations.
    - Should you choose to move hotels without providing notice, or if the notice is under 24 hours of the start of the reservation, you will be responsible for paying the hotel penalty for the hotel booked by PT Services in addition to your new reservation.

### TEAM TRAVEL

We have updated the **Trip Details Form** as part of the deployment packet to include hotel choices and a comment area for stating the group name or any other important group information.