

IMPORTANT ASC DEPLOYMENT INFORMATION

TRAVEL COSTS

- ASC contractors and full-time employees are ticketed directly by ASC. Grantees who are not identified as self-tickers are also directly ticketed by ASC.
 - ASC tickets **grantees** according to their Support Information Package (SIP) and 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.
- Technical Events vary. The responsibility for purchasing deployment tickets is defined in the Statement of Work (SOW) between ASC and the sub-contractor.

TRAVEL

- Expect to depart from a major U.S. or Canadian international airport.
 - The Airport of Departure (AOD) is the major airport closest to your home address. If you wish to depart from another city, please indicate that on the *Trip Details* form in this packet.
 - Regional airports may not be supported, depending on flight availability and deployment requirements.
 - ASC begins the ticketing process 21 days before you depart your AOD (given that all requirements have been met) but may also happen closer to your scheduled departure if there are delays in ticketing. For more details about where you are in the process, please contact your HR representative or Science Implementer.
 - Be prepared to travel on weekends and potentially holidays.
- All travel arrangements are made in accordance with Federal Acquisition Regulations (FAR), Federal Travel Regulation (FTR), and in the best interest of the U.S. Government.
- Hotel stays expensed without pre-authorization from ASC Travel will not be reimbursed.
- ASC Travel will not consider special routing or layovers on your way to the Ice.
- 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. You may 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 may be unable to assist with travel issues en route or during redeployment
 - All changes en route and at redeployment may become your responsibility, with no reimbursement.
- Travel documents are made available via Bridge when you are ticketed by the USAP. An email is sent to your email on file with instructions on how to access the documents. They can be found in the Deployment Readiness Journey in Bridge. 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@altour.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.
 - Palmer Station is cashless.
 - McMurdo accepts cash or credit.
 - South Pole is cash only.
- TDY (temporary duty) in Christchurch must be pre-approved.
 - A Non-Deployment TRW must be provided to ASC travel.
- If there are changes to your medical or dental health after you physically qualify, you must notify polmedpq@utmb.edu 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.