

EMPLOYEE DEPLOYMENT TRAVEL REQUEST WORKSHEET (TRW)

This form should be returned **eight (8) weeks** before the scheduled departure date.
All tickets will be purchased a **minimum** of fourteen (14) days in advance.

Please complete and return to:

Raytheon Polar Services
Attn: Deployment Specialists Group
7400 South Tucson Way
Centennial, CO 80112-3938

Fax: 303-705-0742
Phone: 800-688-8606 ext 2
303-790-8606 ext 33202
Email: deployment@usap.gov

POC/Supervisor: _____

Today's date: _____

DSG Charge Code: R-PS_0-209A32_05_ _

Other Charge Code: _____

Please print clearly

Name: _____
Exactly as it appears on passport

Title: _____

Airport of Departure: Denver International Airport
Closest major airport

Need transportation to airport? YES NO

Home Phone: () _____

Business Phone: () _____

Cell Phone: () _____

Email: _____

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 #: _____

Any necessary visa should be obtained 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. Reference Policies: DS-A-140, *Continental Deployments*, and DS-A-150, *Peninsula Deployments*.

Vessel Departure Date: _____
Arrival Date at McMurdo Station: _____
Arrival Date at South Pole Station:* _____
*Arrival dates must be coordinated with the South Pole Asst Area Manager
Arrival Date at Palmer Station: _____

*Allow a **minimum** 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.

HOTEL PREFERENCES:

Check in date: _____ Check out date: _____

Christchurch: Camelot Heritage Hotel So Millennium Sudima Thomas's Windsor YMCA

Punta Arenas: Condor de Plata Isla Ray Jorge Jose Nogueira _____

Smoking Room Non-Smoking Room

NO HOTEL REQUIRED - Local contact phone number: _____

Requested Car Reservations: Agency: _____ Car Size: _____

Pick-Up and Drop-Off Location(s): _____ Time/Dates (pick-up/drop-off): _____

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