

# Raytheon Polar Services Company

## Deployment Specialists Group

7400 S. Tucson Way, Centennial CO 80112-3938

(720) 568-2083 (800) 688-8606 prompt 2

### PASSPORT REIMBURSEMENT FORM

RPSC will reimburse Raytheon employees for passport expenses in relation to their deployment to Antarctica.

**Falsifying and/or fraudulent claims may result in penalties and disqualification from the United States Antarctic Program.**

RPSC Contract Employees should complete and submit this form along with ORIGINAL RECEIPTS AND ITEMIZED BILLS from the passport agency and any corresponding information. If you will be deploying shortly, it is suggested you wait until you arrive on the Ice and complete a WebTE expense report, which will enable direct deposit to your checking account.

**Note: EXPENSE REIMBURSEMENTS MUST BE SUBMITTED BY MARCH 1<sup>st</sup> OF THE FOLLOWING CALENDAR YEAR. THE MAXIMUM REIMBURSEMENT AMOUNT IS \$150.**

Passport	Amount
Passport Fees (photo, mailing costs, and passport fee)	
<b>PASSPORT TOTAL</b>	

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**Direct Deposit is available for current employees only; therefore a mailing address must be furnished.**

For RPSC use only:	Amount	Approved	Date
Total Reimbursement			
Charge Code: R-PS 0-209A32 03BE \$ _____			