

EMPLOYEES:

Accessing Money Once You Arrive in Antarctica Or Embark the NBP/LMG

(Please check the expiration of your ATM and credit cards before deployment.)

McMurdo Station

McMurdo Station has a Wells Fargo ATM! The Antarctic ATM is exactly like any Wells Fargo ATM you would use in the United States and DOES NOT CHARGE A FEE (but your bank might charge a fee). Employees should rely on the ATM machines. The Station Post Office will cash postal money orders and the Station Store accepts Visa and Master Card. **The Finance Representative will not cash bank drafts for RPSC or NANA personnel, but will cash traveler's checks.**

South Pole and Palmer Stations

There are no ATM's available at the Palmer and South Pole Stations. The Palmer Station store does accept Visa and Master Card. You may obtain cash via a Remote Cash Disbursement. Once you reach your final destination you will need to see your Finance/Human Resources Representative to select the amount to be deducted from your pay each pay period. These funds will be distributed at routine intervals while you are on Station.

R/V Nathaniel B. Palmer and R/V Laurence M. Gould

You may obtain cash via a Remote Cash Disbursement. Once you embark the vessel you will need to see the Marine Project Coordinator (MPC) to select the amount to be deducted from your pay each pay period. These funds will be distributed at routine intervals while you're aboard ship.

General Finance Information

Travel Funds	A travel fund will be issued to you at Orientation. The travel fund is provided to cover the costs an employee incurs en route to Antarctica. The amount of the travel fund is determined by your itinerary.
Income Tax	The IRS does not consider Antarctica extraterritorial, so U.S. tax laws apply. State and Federal income taxes will be withheld from all RPSC/NANA employee paychecks.
Stateside Representative	It can be difficult to handle financial, as well as other personal matters, from Antarctica. Before you leave, designate someone you trust as your stateside representative. If you wish to establish a general or special Power of Attorney you will need to do so before your leave, as there is no universally recognized notary service available in Antarctica.

Reimbursable Expenses

TDY	Temporary Duty performed in the Denver office is reimbursable based on actual costs (up to the per diem amount provided by DSG Travel) for meals. The hotel will be direct-billed to RPSC. You will need to complete an expense report using the online expense report WebTE system to receive reimbursement. See local Finance representative for assistance.
Training	Actual training costs are reimbursed up to the government per diem rate for both meals and lodging (retain <u>all</u> hotel and meal receipts), unless training is attended in conjunction with deployment. If you attend training in conjunction with deployment, you will be advised of the reimbursement amounts. For all training reimbursements you will need to complete an expense report using the online expense report WebTE system to receive reimbursement. (See local Finance representative for assistance.)

****ADDITIONAL INFORMATION IS PROVIDED IN THE UNITED STATES
ANTARCTIC PROGRAM PARTICIPANT GUIDE****