

Self-Ticketing Grantees (Reimbursable)

Grantees: If you reside outside the United States, or due to other required business travel you would prefer to purchase your roundtrip ticket to Christchurch or Punta Arenas for deployment, note that Raytheon Polar Services Company can only reimburse you the not-to-exceed (NTE) amount. The NTE is the amount it would have cost Raytheon to purchase your ticket from your Home Institute/Gateway city airport of departure to Christchurch/Punta Arenas and return. In order to be reimbursed, you **must purchase your ticket on a U.S. Flag Carrier, or on its code share flight**, if available. An example of this would be to purchase the tickets from United Airlines, not through Air New Zealand. **Should you wish to self-ticket, please request the NTE amount via e-mail to: deploy@usap.gov.**

You will need to complete, sign, and date an expense report, and include your ticket receipt(s) indicating payment in full. The expense report and instructions for completion will be provided upon issuance of the NTE amount. Your reimbursement will be processed on the day that you start your travel, and you must be PQ'd.

Please send us your itinerary and New Zealand or Chile hotel request so that we can arrange for your hotel reservations.

We wish you safe travels and a productive deployment!

The Deployment Specialists Group

1-800-688-8606 (prompt 2)