

### **Coming Off the Ice Procedure**

Please take time now to go back through all your timesheets and make sure you have submitted them. I know that I have completed some for each you at some point or had to make other changes, but I still need you to submit them. You can use the back arrows to scan through the old timesheets, just hit "Submit" on any you do not see your name. Make sure the Employee Profile is complete in the timesheet system so we can get in contact with you once you leave the ice. When you get ready to leave, make sure your timesheet is as up to date as you can make it.

**Important:** Make sure the Employee Profile is complete in the timesheet system so we can get in contact with you once you leave the ice.

For any reimbursement claims, we will do a direct deposit, if you submit your claim promptly, or a check will be mailed to you. That is why we need accurate contact information for you.

With Pipeline I have the ability to track your flights but be sure to let me know if anything changes at the last minute. If you choose an indirect route back to your home airport of departure, you must coordinate with Lockheed travel; you will be responsible for any additional costs resulting from your plans.

As of 12/17/15, ASC requires all Expense Reports to be billed back to them within 120 days of the charge being incurred. So please be prompt in submitting your final expense reports to me.

Since ASC takes care of the air and hotel about the only thing most of you will be claiming on the travel reimbursement will be Per Diem and any mileage/taxi from your home airport. You will not get Per Diem for any personal days or leisure travel. Refer to the document "*Reimbursements, Timesheets, Travel, Other Info*" for details on Per Diem. You should complete your travel claim as soon as you reach your home or other place where Internet access is available. If all else fails, I can fill out the travel claim for Per Diem only; I cannot reimburse you for anything else without a receipt. You can submit a supplemental travel claim with the receipts once you get somewhere that you have access. If you are claiming mileage, please include a Google Maps image showing the mileage amount from the airport to your home.

If you need to mail baggage you will be reimbursed up to \$100 for postage; the receipt needs to be attached to a miscellaneous expense report claim.

Once you land in Christchurch, you are off the clock; you do not receive pay for travel time back to your Airport of Departure (AOD). Your last paycheck will be direct deposit. You will have access to the timesheet system for a short while after your last day, at least until we run payroll. If you are unable to complete your timesheet because of travel, I will do it for you. After we close you out of the timesheet system if there is something you need from us just let me know, and I will get it to you.

If you choose an indirect route back to your home airport of departure, you must coordinate with Lockheed travel; you will be responsible for any additional costs resulting from your plans.

Anyone who currently is enrolled for any benefits: your benefits will end on the last day of the month you end your employment with us. COBRA notices are required to be mailed to each person, you have 60 days to enroll, and you can make it retroactive to cover an event that happens within the 60 days. The notices will have instructions on how to complete the forms; for all benefit questions your point of contact will be Brandy Herndon ([brandy.herndon@ghg.com](mailto:brandy.herndon@ghg.com)) (281-488-8806 x144).

Unemployment: We do not give approval or denial of claims; this is strictly the decision of the unemployment agency. We are not allowed to file for you. All we do is confirm your dates of employment and when you left when they ask us. Since we are located in Texas, you would file your claim in Texas.

Let me know if you have any questions.

August Stoten, [august.stoten.contractor@usap.gov](mailto:august.stoten.contractor@usap.gov), 720-568-2138.