

## **ASC Reimbursements, Timesheets, and Travel**

Below is some information about Deploying to Antarctica, filling out your Expense Report after you arrive on ice or vessel, what items you get reimbursed for, and some information about time charging. Your primary Point of Contact at GHG for the ASC Program is August Stoten [august.stoten.contractor@usap.gov](mailto:august.stoten.contractor@usap.gov) please direct all questions to him as a single point of contact, and he can direct you to others if deemed necessary.

Here is a link to all the forms and information that you may require while working under the ASC Contract: <http://www.ghgcorp.com/careers/asc/>

### **HR Process**

You will be contacted by GHG HR to begin the hiring process. You will receive an offer letter and contract addendum that must be signed and returned. Once that is received, a background check will be initiated, and a drug screening will be scheduled. The background check and drug screening must be completed before you can receive your physical qualification (PQ) package from UTMB. Drug screening is separate from the PQ process. Failure to successfully complete the PQ process will result in a withdrawal of the job offer.

South Pole Only: After initial phone interviews and screening, you will receive a contingent job offer which will require acceptance before we can proceed. After accepting the offer, a background check will be initiated and a drug screening will be scheduled. These must be completed before the next step in the hiring process can begin. You will be required to undergo psychological screening in Denver if Wintering Over. You will also have a face-to-face interview with Lockheed and GHG managers and HR personnel. All arrangements will be made for the testing and interviews for you. Once you successfully complete the psychological screen, the interview, and all remaining PQ exams, your offer will become final.

### **PQ Process**

**IMPORTANT – you will be reimbursed for only those medical and dental exams that are required by UTMB. Any additional testing or return trips to read test results are not reimbursable.**

You will receive a PQ package that has been customized for you. You will not receive a PQ package until you have signed your offer letter and completed the background check and drug test.

### **Expense Reporting**

As of 12/17/15, ASC requires all Expense Reports to be billed back to them within 120 days of the charge being incurred. This means that if you are PQing, please do not wait till you deploy to submit those expense reports. Far too many times, some receipt is left at home, and if you deploy longer than 120 days, then you will not be able to claim that expense when you get back. Also if you are frequently going on cruises, please be prompt in submitting your travel expenses as soon as you return from each cruise, rather than compiling multiple cruises. If you are deploying to a location such as the

South Pole that has poor internet connectivity, please contact August ASAP after you arrive, to help with submitting your deployment expenses.

### **PQ Reimbursement**

Only mandatory medical tests and screenings required in your PQ package will be reimbursed. Only the evaluation dental exam and panoramas/bite wings are reimbursable.

**NOTE: To be eligible for reimbursement, you must provide your Medical, Dental, and Lab Work checklists** (if not getting bloodwork done by LabCorp which is direct billed) **from your PQ Packet**. At the time of writing this, these checklists are located on Pg 6, 7, and 11 of your PQ Packet.

**IMPORTANT** - Cleaning (prophylaxis) or any other dental work received at the time of your dental exam will not be reimbursed, even if your Dentist informs you that you will not pass your exam if you do not get the work done. The program only reimburses for the exam itself and the x-rays requested, any additional work required to get you to a PQable state, if you are not already there, is your responsibility. Additional tests deemed necessary due to medical issues observed, for example, stress tests for high cholesterol or other heart concerns, will not be reimbursed.

We do not reimburse medical/dental providers; you must pay for the services when rendered, this includes insurance deductible(s), payment of all charges incurred by this exam if no insurance is available, or insurance payment is denied. Receipts are mandatory to be reimbursed for your claim. Use the Medical\_Dental Expense Form to file for your reimbursements. [ASC Medical / Dental Expense Form](#)

### **Sunglasses**

Deploying personnel will be reimbursed up to \$175.00 for one pair of prescription sunglasses (frames and lenses combined) every other year. You will **NOT** be reimbursed for the eye exam. Please bring two pairs of glasses, prescription or non-prescription, in case of damage or loss. Use the [Prescription Sunglasses Expense Form](#).

### **Travel**

Note: If you attended Orientation/Team Building in Denver, the same travel expense report form can also be used for those expenses. The guidelines below for what is reimbursable also apply to that trip. However, per diem M&IE rates vary on days where meals are provided to you by the program or training facilities. Make sure you deduct your provided meals from your daily per diem M&IE rate based on the table here: <http://www.gsa.gov/portal/content/101518>

Here is the link to the ASC Travel Expense Report Form: [ASC Travel Expense Form](#)

Transportation to and from the Employee's Airport of Departure is provided through the ASC Travel Department. The ASC contract arranges hotels. You will not have to report air or hotel travel costs on the Travel Expense Report.

**Per Diem starts the day you arrive at your destination.** You will **NOT** receive any Per Diem for any stops during your travel to and from Antarctica. You do not get Per

Diem for any personal days while traveling. Full days of Per Diem may be allowed under some circumstances for official travel only. If you do leisure travel on your return from Antarctica, no Per Diem is allowed.

There is no need to save meal receipts; you are receiving Per Diem instead of having to file meal receipts. The Per Diem rate is established by the government, based on their data it is intended to cover your meals and incidentals

**NOTE:** When determining what rate on the Per Diem Tables to use, it is not based on what country or city you start your travels in, or any city you pass through on your way. The rate for all days is for the designated Temporary Duty location. So, if you are traveling to Punta Arenas, all days of per diem are **OTHER: Chile** (NOT Santiago), if you are going through Christchurch to the ice, all days are **Christchurch, NZ** (Not Sydney or Los Angeles), and if you are traveling to Denver for Orientation, Psych test, or interviews, all days should be for **Denver**.

You should acquire a receipt for every expense you believe will be reimbursable. If you are unsure as to whether the expense is reimbursable, ask for a receipt. You cannot be reimbursed for any expense that you do not have a receipt. Make sure that copies of receipts are legible and that they clearly identify what the cost was for.

**NOTE:** Per Diem is paid for Meals and Incidental Expenses Rate (M&IE Rate). The contract arranges hotels. Should you have to pay out of pocket for a hotel, the reimbursement rate will vary with location up to the Maximum Per Diem Rate (Maximum Lodging and M&IE).

Travel Funds		
	<i>Deployment</i>	<i>Redeployment</i>
Christchurch (CHC), New Zealand (NZ)	75% of Department of State (DoS) per diem rate as a travel fund award on the day participant arrives in CHC. 100% of DoS per diem rate on the day of training and Extreme Cold Weather (ECW) issuance. DoS breakfast rate on the day of deployment to McMurdo Station (MCM), plus incidental rate (Use the M&IE breakdown table on the DoS website: <a href="https://aoprals.state.gov/content.asp?content_id=114&amp;menu_id=78">https://aoprals.state.gov/content.asp?content_id=114&amp;menu_id=78</a> )	75% of DoS per diem rate as a travel fund award on the day participant arrives in CHC (make up is 50% dinner on the day of arrival and 25% for breakfast the next morning)
Rest and Recuperation (R&R)/Leisure	None	None
Palmer	In Denver, 100% GSA per diem rate on the first day of orientation (ASC provides the lunch. Full % to cover the night before) and 100% GSA rate for the second day of orientation.  In Punta Arenas, Chile (PA), 100% of DoS per diem rate for the day of arrival in PA; 75% of DOS per diem rate for day	Depends upon when the vessel comes into port - 75% for the day of departure

Travel Funds		
	<b>Deployment</b>	<b>Redeployment</b>
	traveler embarks the ship	
Marine	Depends on the vessel - 75% for travel day departing Continental United States (CONUS); 100% for the day of arrival in Chile	Depends on the vessel - 75% for the day of departure
Mileage		
Departure	Roundtrip miles from home to Airport of Departure (AOD) for a departing flight	Roundtrip miles from Airport of Departure (AOD) to home for arriving flight
Baggage		
Note: Baggage should be included in your ticket, if not please ensure you document why you are being charged baggage fees.		
Limits	Two bags at 50 lbs each	Two bags at 50 lbs each for First Available Air (FAA) travelers. No reimbursement for leisure travelers
Reimbursements	UTMB - approved medical equipment	UTMB - approved medical equipment
AOD Change		
	Coordinated through the participant's employer and communicated to Travel Department	

**Note** The US Department of State sets the per diem rates for travel outside the contiguous United States.

**Note** The US Government Services Administration sets the per diem rates for travel within the contiguous United States.

**Public Transportation to/from Airport of Departure:** The use of taxis, shuttles, buses, subways, and other forms of public transportation will be reimbursed at actual cost. Private cars for hire/limos are **NOT** allowed, and rental cars are **NOT** authorized unless they have been pre-approved by the Travel Department. Tips are allowed for taxi, shuttle service, or other courtesy transportation (if charge result) not to exceed 20% and receipts are required and must be attached to the Expense Report.

**Excessive Luggage:** any expenses incurred due to heavy equipment or excessive luggage necessary for the nature of the business trip will be reimbursed. You will need to contact GHG prior to your travel to ensure this is permissible. An explanation must be provided in the Miscellaneous Section of the Expense Report and receipts are required. Excess baggage (3<sup>rd</sup> or more) for personal reasons is not allowed to be reimbursed.

All travel claims need to be filed after the travel is complete, not before, too many times the dates and places can change at the last minute. You should complete your travel claim as soon as you reach your home or other place where Internet access is available. Attach a copy of your flight itinerary with the travel claim. You can submit a supplemental travel claim with the receipts once you get somewhere that you have access but this must be done as soon as possible. The goal would be 3-4 days after you reach Internet access, any more time than that and we run the risk of the claim being rejected.

## **Pay**

Hardship Pay is paid per hour worked; there will be no lump sum at the end of your contract.

Normal work week on ice is 54 hours per week with Sunday off. If there is an occasion for you to be assigned to duties off ice the normal work week is 40 hours. You do not receive hardship pay for off-ice assignments.

Payroll is processed at the end of the two week pay period; we will ensure your deposit is in your account by the Friday after the 2<sup>nd</sup> week of the pay period is completed. At the top of each timesheet, you will see "Period 1 of 2" for the 1<sup>st</sup> week of the pay period and "Period 2 of 2" for the 2<sup>nd</sup> week. That way you will know when to expect your pay stub (filed in the timesheet system).

See your employee addendum for specifics as to when and where you will be in a pay status. Any questions, please contact me.

## **On Ice Holidays**

Generally there are 6 recognized Holidays observed on ice:

- Thanksgiving
- Christmas
- New Year's Day
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day

The holidays may or may not be observed on their normal occurring day as the Site Manager will make a determination based on work schedules and other considerations. You will be assigned a special Holiday code in the timesheet system to use for the day when it is observed. You will receive your normal pay for the day including hardship pay.

## **Timesheet**

Amy Pelton will be sending you log-in usernames and password to access the GHG Timesheet system. She will include instructions on how to log and keep your time. You will see only those charge codes you are allowed to use, if for some reason you are asked to work on something other than what is on your timesheet options, please contact me. The pay code will be ASC Regular 54. If you work more than 54 hours in the week, we want to track that for future staffing plans. So any hours above 54 the pay type will be UN-COMP OT. This is being done in order to collect information on hours

worked for future staffing considerations. Please ensure you complete your timesheet each week to avoid complications with running payroll. **Palmer employees only** - For Orientation in Denver you will have an HQ charge code, and your pay type will be ASC Regular 40, after that, you will select the correct charge code and the pay code will be ASC Regular 54. I can answer your questions if you have problems.

You do not have to log in and out for lunch, as long as you take no more than one hour for lunch.

I am aware that access to the Internet is sometimes difficult while traveling to and off the ice. Make sure you coordinate with me on the days you are expected to arrive and depart your locations and any other pertinent information that will make it easy for me to fill out your timesheet for you. You still will have to go back and check to make sure I did it correctly and submit it. If you do not communicate with me, then it may affect your pay.

Make sure your personal profile is complete in the timesheet system. This is especially important so we can get in contact with you once you leave the ice.

After your last day of employment, we close you out of the timesheet system. The timing of this will usually be when we process the payroll in which you are sent your final paycheck. However, you can still check our website for job postings if you are interested in future employment with us.

### **Coming Off Ice**

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 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 agency that you file your claim with. 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.

August Stoten, ASC Program Manager