

NCAR CAESAR Travel Guidelines

This document outlines the guidelines for travel for CAESAR for NCAR travelers. See UCAR Travel Policies and [EOL Travel Guidelines](#) for more general information.

To begin the process please submit a [travel request](#), listing Kiruna, Sweden as your destination. Make sure to select your facility's AA as the person handling travel. That will be Chloe for RAF, Halle for ISF and RSF, and Jan for DMS. The AAs will have access to the account key for travel so you do not need to put it on the travel request form. Please verify your dates on the [Personnel Schedule](#) prior to requesting and booking travel. Your travel will be booked so that you arrive in Kiruna on the date with the first "1" in your row. In some cases an overnight stay in Stockholm may be required. If that is the case you will depart one day earlier so that you still arrive in Kiruna on your scheduled date. *It is critical that you arrive in Kiruna on your scheduled date as we don't have the hotel flexibility to absorb changes.*

Travel Request Deadline: December 15

For US citizens, entry to Sweden requires a valid passport with 6 months validity. There is no Visa or travel authorization requirement for Europe until 2025.

Air Travel

Cain will book your flights in order to comply with the Fly America Act. The only commercial flights to/from Kiruna originate in Stockholm, so you must get there first. There are no direct flights to Stockholm from Denver, so you will be required to connect through Newark, Munich, Frankfurt, London, or other cities. There will be a minimum of 3 flight legs to get to Kiruna.

Based on the updated [UCAR Travel Policies](#) all travelers will be eligible for Economy Plus or extra legroom seating since the journey is outside the CONUS and has a total travel time of greater than 8 hours. The new seats cannot result in a class change, though. For example, on Scandinavian Airlines the premium economy seats are a set class upgrade and not available.

Rental Cars

We will do our best to make sure there are plenty of rental cars, but it's likely that more sharing than usual will be required due to the smaller pool of cars available. Carpooling will be important and people from the science team may also need to rely on EOL for rides in some instances.

Hotel Accommodations

Most people will be staying at the [Scandic Kiruna](#). However, there is a room shortage there due to the project being during their busy season. Therefore, some people will be staying at the [Best Western](#), which is about 10 minutes from the Scandic. We prioritized keeping groups together in order to make people more comfortable and to make carpooling easier. Your hotel will be communicated as soon as everything is finalized. Neither hotel offers rooms with refrigerators or kitchenettes. The rooms will need to be paid with a credit card on site. UCAR highly encourages travelers to use a travel card (T-Card) for hotel expenses. Work with your travel coordinator (AA) if you need a T-Card.

Some people may wish to stay at a long term rental such as a VRBO or AirBnB. This is allowed, but all arrangements for that must be handled and paid for by the traveler. You will be reimbursed only for the amount up to what it would cost to stay at the Scandic or Best Western for the same amount of time, which is approximately \$200 per night. If you are planning to do a long-term rental please let Cory know so that you can be given the exact amount of your reimbursement and your hotel room can be canceled or provided to someone else.

Personal Travel Considerations

We expect that some people will add personal travel before or after their shift on CAESAR. Please work with your AA to define those dates. There are a few things to remember when booking personal travel:

- Your personal travel time cannot exceed the amount of field days on the project. If they do, you will have to pay for the full price of your airfare.
- You are unable to stay at either of the project hotels on the NCAR contract. Should you want to stay at either during personal time you are responsible for making those arrangements and paying separately.
- Your flights will still be booked by Cain, even if you decide to return to the US from another airport in Europe. NCAR will only pay for the round trip fare required to get you to/from Kiruna for your project shift. You are responsible for any additional costs or differences in the fares.

Travel and Deployment Pay Reminders

Below are a few reminders regarding time reporting and pay while on deployments. Refer to [EOL Time Reporting Guidelines](#) for more details.

Account keys for time reporting:

See your Facility Administrator for specific instructions on which account key to charge while deployed. Oftentimes employees will have a different key to charge during the project, or there will be a specific key to charge for holiday/overtime pay that is separate from regular pay.

Travel time:

UCAR pays for 8 hours of travel time per calendar day. This is a federal law and part of the Federal Fair Labor Standards Act.

Field pay:

Field pay is received when an employee is deployed for 14 consecutive days or more (not including any PTO). It is equivalent to half of the Boulder/Broomfield/Denver per diem.

Hardship pay:

Hardship pay is received when an employee is deployed for more than 31 days outside of the non-continental United States. Being deployed for longer than 30 days is outside of EOL's field duty guidelines and is highly discouraged. These long deployments must be justified and receive approval from the EOL Director.