



Travel To and From Antarctica: 2013/2014

1. General:

- a. Travel by the most direct and convenient route at the start of your tour to Antarctica will be arranged for you by BAS. You will not normally have the option to make your own arrangements for travelling south.
- b. You can view your planned travel via the SOUTH database under the following BAS internal intranet link: <http://basweb.nerc-bas.ac.uk/south>
- c. It is an individual's responsibility to obtain any required visas. All non-UK citizens are advised to check whether they need visas for entry (even in transit) for Chile, South Africa and Falkland Islands.
- d. Approximately 2/3 weeks before your planned departure date Operations & Logistics (OPAL) Support Team will contact you by e-mail with travel details for the southbound journey. On receipt, please contact the OPAL Travel Team to:
 - Confirm receipt of travel documentation
 - Raise any queries
 - Finalise outbound UK travel arrangements.
- e. BAS organises transport from BAS Cambridge to departure airports. If you do not wish to use this transport, you may make your own arrangements to travel to the airport and then retrospectively reclaim reasonable expenses incurred (i.e. public transport in second class; you cannot claim for long-distance taxis). Different rules apply to ships' crew and some summer visitors; if in doubt, please ask.

2. Commercial Flights

- a. If travelling on a commercial airline, your flight is likely to be to/from London. You will fly to your Gateway, which is:
 - Punta Arenas in Chile **or**
 - Falkland Islands (FI) via Chile **or**
 - Cape Town (only for those travelling to Halley).
- b. Normal commercial regulations will apply, including restrictions on hand baggage. Most airlines now restrict hand baggage to one bag of specific dimensions.
- c. Please allow for delays at stopover airports. You are advised to carry a small towel and toiletries (each container of liquids must be less than 100ml) in your hand luggage.
- d. *Stopover in Santiago:*
 - ***Before the start of the Antarctic season, those travelling to Rothera via Punta Arenas in Chile may choose in advance to opt for either:***
 - *Transit straight through in Santiago, waiting at the airport for connecting flights (maximum 4 hr wait) and taking the earliest available onward flight to Punta Arenas **or***

- *A planned stopover in Santiago en route (minimum 11hrs including transfers) with a hotel room provided. The stopover may be during daytime and will be dependent on hotel rooms being available.*
- *Your decision is a personal one and will depend on how you prefer to manage long distance travel.*
- *Those travelling to/from FI via Santiago do not have a choice to make; they will automatically be accommodated in Chile to await the connecting flight, normally the following day (a hotel room will be provided).*
- *Anyone wishing to make use of this facility in 2013/14 should advise OPAL Travel Team by 30 Sep 13.*
- ***Please note: Your decision (i.e. stopover or no stopover in Santiago) at the start of the season will apply to your route north as well as the route south, because it affects the type and cost of ticket that can be purchased. You will not normally be able to make changes later.***

3. MOD Flights

- When possible, BAS will book seats on MOD charter flights from UK to Falkland Islands.
- MOD flights to FI depart from RAF Brize Norton in Oxfordshire.
- The flight time from UK to FI is 22 hours, including a short refuelling stop at Ascension Island (normally around 1-2 hours). You will be required to disembark the plane during refuelling. You will not be allowed to leave the airport.
- Occasionally flights are delayed at Ascension Island, in which case VERY basic shared overnight accommodation is provided. You are advised to carry a small towel and toiletries (each container of liquids must be less than 100ml) in your hand luggage. You will not have access to the baggage in the hold.

4. Airline Tickets:

- All tickets are issued electronically through BAS.
- Winterers will be issued with single tickets (ie: one-way only). When the time arrives for you to return from Antarctica you will be issued with a single ticket for the journey home (however, see also the guidance about “Making Your Own Way Home”).
- All staff travelling to Halley through Cape Town will be issued with a single ticket because you will almost certainly be returning to UK by a different route. BAS will issue you with a ticket for the return journey once your exit route is confirmed.
- All staff travelling by MOD charter to Falkland Islands will be issued with a single ticket. BAS will issue you with a ticket for the return journey once your exit route is confirmed.
- All personnel travelling by **commercial** flight to Punta Arenas or Falkland Islands (FI) will be issued with a RETURN ticket. If you are issued with a return ticket to Punta Arenas but you subsequently return via Falkland Islands, then BAS will fund the journey leg between FI and Punta Arenas, from where you will use the return portion of the ticket originally issued.
- Please note that if you travel to Antarctica by commercial airline through Chile, then you can normally expect to return by the same route.***

5. Aircraft baggage allowances:

- a. Baggage allowances vary depending on the route flown and you WILL be restricted in the amount of luggage you may carry. Unless specifically agreed in advance, BAS will not cover any excess baggage charges.
- b. The allowances are:
 - Commercial flights UK to Cape Town: **23kg hold baggage**
(Separate weight for hand luggage)
 - Commercial flights UK to Punta Arenas/FI: **23kg hold baggage**
(Separate weight for hand luggage)
 - MOD flights UK to FI: **54 kg total allowance**
(Allowance includes hand luggage)
 - BAS flights to/from Rothera: **30 kg total allowance**
(Your BAS kitbag is accounted for separately)
 - Antarctic DROMLAN flight from Cape Town: **30kg total allowance**
(Allowance includes kitbag, sleeping bag and hand luggage).
- c. **BEWARE: The smallest baggage allowance for your WHOLE journey will be applied.** If baggage allowance on the BAS or DROMLAN flight (30kg) is less than the allowance on the long-haul flight, you will NOT be allowed to carry the additional weight on the Antarctic leg of your journey.
- d. There are different restrictions if you are transferring from Rothera to Halley by air, or travelling on non-BAS shipping.
- e. Restrictions on the size, weight and content of hand luggage apply to all aircraft, including MOD flights. Most airlines now insist on only one piece of hand luggage. Please carefully read the instructions which will be issued with your tickets.
- f. If you wish to take a laptop computer, keep it with you at all times whilst travelling; you should aim to include it in your one piece of hand luggage.
- g. Hazardous materials, including biological materials, may NOT be carried on any flight. These include firearms, flammable liquids, mercury (including thermometers) and fireworks. Batteries are also prohibited, although you may carry small quantities within or with electrical equipment. If you have any queries about items you intend to carry, please contact OPAL Travel Team as soon as possible.

6. Meals and Accommodation at your Gateway:

- a. On arrival at your Gateway (ie: FI or Punta Arenas or Cape Town) you will normally have a stop of at least one night before continuing your journey. However, for operational reasons, exceptionally you may move onward on the same day.
- b. If you are accommodated on a ship at your Gateway, then all meals will be provided on that ship. You may elect to eat elsewhere at your own expense. You may not reclaim expenses for meals whilst accommodated on a ship.
- c. Accommodation in hotels in Punta Arenas or Cape Town is provided on a Bed & Breakfast basis only. You will be responsible for obtaining your own lunch and dinner and then reclaiming the relevant subsistence costs retrospectively. The current Travel & Subsistence rates will be included in your travel instructions. You must provide receipts when submitting a claim.

- d. Those transiting FI are accommodated on a full board basis but you may elect to eat elsewhere at your own expense. You may NOT reclaim expenses for meals in FI.

7. Onward Travel to Antarctica:

a. On BAS Aircraft (Dash 7):

- 1) If you are flying to Rothera from Punta Arenas or FI, you will depart on the BAS Dash 7.
- 2) Transport is provided from the accommodation to the airport. Full details will be issued with your travel arrangements.
- 3) BAS aircrew will inform you about the flight, weather and timings; please note:
 - Flight duration is a minimum of 4½ hours (average 5½) but could be as long as 11 hours if diversions due to bad weather are experienced.
 - It is BAS policy that you are equipped with suitable Antarctic clothing for the journey.
 - There are no facilities for meals; you should aim to provide your own snacks to eat during the journey.
 - Tea/coffee will be provided. However, you are strongly advised to carry extra water with you to avoid problems with dehydration during the flight.
 - Toilet facilities on the Dash 7 are basic; make sure you go before boarding the plane!

b. By Ship:

If you are travelling to Antarctica on a ship, you will normally join that ship the day before departure. Full details will be issued with your travel arrangements.

8. Travelling home from Antarctica:

- a. Travel from your Antarctic station will normally be by BAS ship or Dash-7 to either FI or Punta Arenas. BAS will expect to arrange your northbound flight to UK (however, see the section on “Making Your Own Way Home” below).
- b. Approximately two weeks before the start of your return journey you will receive travel details from OPAL Travel Team.
- c. It is possible that you will return north by a different route to that of your southbound journey and that a more restrictive baggage allowance may apply. Please note that BAS will not cover any excess baggage costs to account for this difference but you may have the option to consign cargo to the ship for later return to UK.
- d. On return from Antarctica, you are responsible for clearing your personal baggage through Customs and will be liable for any duties levied. BAS will not pay any duty on your behalf.
- e. BAS will organise transport from the airport of arrival in UK to BAS Cambridge. Anyone returning to UK from Antarctica may use this transport. **Anyone wishing to transfer to Stansted Airport for onward flights may use the bus BUT you must register your request in advance as the bus will not take this route without prior authority from OPAL Travel Team.**
- f. If you do not wish to use the transport to Cambridge you may make your own arrangements and retrospectively reclaim reasonable travel expenses incurred (i.e. public transport in second class; you cannot claim for long-distance taxis). Ships’ crews and external visitors are subject to different arrangements.

- g. Anyone considering using a hire car must carry a full UK driving licence and will be responsible for making his/her own arrangements for hire cars on arrival in UK. **Please note that BAS strongly recommends that you should not drive a vehicle immediately after any long-haul flight.**

9. Making your own way home

- a. BAS is responsible for all travel arrangements to and within Antarctica.
- b. You may choose to make your own arrangements for your return from your Gateway destination outside Antarctica.
- c. If you are considering this option, please read the guidelines entitled '**Making Your Own Way Home**' which is issued annually in September and available on the BAS intranet and from OPAL Travel Team.

10. Important Things to Remember about your travel:

Before travelling, you **MUST** ensure that:

- Your passport will have more than 6 months' life left at the time you are due to return from Antarctica.
- For those travelling through South Africa, your passport must have at least 2 adjacent pages left completely clear for Immigration stamps.
- You have any visas required for countries that you will visit, particularly if you are hoping to make your own way home.
- You have sufficient money with which to purchase meals during any stopover (eg: at the airport and at your Gateway (reasonable costs can be reclaimed retrospectively)).
- Credit cards will be in-date for the period for which you will be away.
- Your baggage is within the weight/size limits for each leg of the journey.
- All baggage, including hand luggage, is clearly labelled. This information is vital in tracing it if anything goes missing in transit.
- Friends and relations know your e-mail address and know how to contact you in an emergency. Please see the Next Of Kin (NOK) handout issued by HR.

Contact Details:

For further information or if you have any queries about your travel please contact the OPAL Travel Team:

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