

**TRAVEL PLANS FOR EXPEDITION 378**

**DUE DATE: On/Before – 27 JULY**

Please return form to department supervisor by this date.

Name of traveler \_\_\_\_\_ Cell Phone \_\_\_\_\_  
(as it appears on government-issued I.D.)

Account No. \_\_\_\_\_ SubCode \_\_\_\_\_

Cost Reference \_\_\_\_\_ AMS Requisition \_\_\_\_\_

**ITINERARY REQUESTS:**

**Ship arrives in LYTTTELTON: 14 OCT**

**Depart – (Standard departure date: 10 OCT (From U.S))**

From: \_\_\_\_\_ Date \_\_\_\_\_

To: \_\_\_\_\_ Date \_\_\_\_\_

To: **CHRISTCHURCH** \_\_\_\_\_ Date \_\_\_\_\_

**Ship arrives in PAPEETE: 14 DEC**

**Return – (Standard return date: 15 DEC)**

From: **PAPEETE** \_\_\_\_\_ Date \_\_\_\_\_

To: \_\_\_\_\_ Date \_\_\_\_\_

To: \_\_\_\_\_ Date \_\_\_\_\_

**CONCUR Notification Completed (Box must be checked before request form will be processed)**

Does travel include non-IODP travel?  
No  Yes   
  
Personal travel dates:  
\_\_\_\_\_  
\_\_\_\_\_  
**These dates are not associated with tracking vacation or other leave time. They are for calculating hotel/meal reimbursement purposes only.**

VISA INFORMATION – See Page 2 for New Zealand and French Polynesia Visa Requirements

**HOTEL REQUESTS: (Hotel details available at <http://iodp.tamu.edu/travel/staff.html>)**

**CHRISTCHURCH: CROWNE PLAZA - OCTOBER**

Check In \_\_\_\_\_ Check Out \_\_\_\_\_

Room Preference:  Single  Double/ Share with: \_\_\_\_\_

**Amount paid by: Traveler \_\_\_\_\_ IODP \_\_\_\_\_**

**PAPEETE: INTERCONTINENTAL HOTEL - DECEMBER**

Check In \_\_\_\_\_ Check Out \_\_\_\_\_

Room Preference:  Single  Double/ Share with: \_\_\_\_\_

**Amount paid by: Traveler \_\_\_\_\_ IODP \_\_\_\_\_**

**TRAVEL ADVANCE:**

Travel advance requested for the above trip:  **Yes** (Amount calculated by Travel Dept.)  **No**

Date advance due to traveler: \_\_\_\_\_ Total advance \$ \_\_\_\_\_

Travel Advance funds are subject to the terms of the TAMRF-IODP Travel Policy, <http://iodp.tamu.edu/travel/travel.html>. Traveler agrees to comply with the terms of the TAMRF-IODP Travel Policy and to submit the travel expense voucher for this trip within ten (10) days after return. Advance will not be made more than thirty (30) days prior to the date of departure.

**SIGNATURES:**

I am an employee of TAMUS.  Yes  No

Is this payment made to or on behalf of a U.S. Citizen or Legal Permanent Resident?  Yes  No

**Traveler's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(Signature confirms all requested arrangements above)

**Approved (Department Head/Delegate)** \_\_\_\_\_ **Date** \_\_\_\_\_

(Signature approves all requested arrangements above)

**For IODP TRAVEL OFFICE:**

Screen 104 Voucher # \_\_\_\_\_ GL# \_\_\_\_\_ Screen 111 Voucher # \_\_\_\_\_

**VISA INFORMATION – New Zealand** – See [www.immigration.govt.nz/](http://www.immigration.govt.nz/) Visa Waiver Countries  
 Although you will not need a visa if you are a citizen of a visa waiver country, you will need a special directive letter. Once the participant list for each expedition is complete, our port agent will work with Immigration New Zealand (IMZ) to obtain the letter. These letters will then be distributed to you before your departure and must be carried with you at all times. If you are not a citizen of one of visa waiver countries, you will need to apply for a Visitor Visa (General). **DO NOT** apply for this visa until you receive this letter.

**VISA INFORMATION – Tahiti, French Polynesia**

You are exempt from the visa requirement if you are a citizen from one of the following countries:

Countries that belong to the European Union: Austria, Italy, Belgium, Latvia, Bulgaria, Lithuania, Croatia, Luxembourg, Cyprus, Malta, Czech Republic, Netherlands, Denmark, Poland, Estonia, Portugal, Finland, Romania, France, Slovakia, Germany, Slovenia, Greece, Spain, Hungary, Sweden, Ireland, United Kingdom

Countries that belong to the EEA: Austria, Belgium Bulgaria, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

**NOTE: YOU MAY NO LONGER OBTAIN A VISA UPON ARRIVAL. YOU MUST OBTAIN YOUR VISA PRIOR TO ARRIVAL IN FRENCH POLYNESIA.**

Depending on the agreements signed with your country of origin, you may be exempt from the visa requirement under certain conditions (see [list](#) below).

COUNTRIES OR ADMINISTRATIVE REGION	VISA FREE FOR A SHORT PERIOD OF TIME (3 MONTHS)
ALBANIA	VISA FREE ONLY FOR HOLDERS OF BIOMETRIC PASSPORT
ALGERIA	NEED VISA
ANDORRA	VISA FREE
ANGOLZ	NEED VISA
Antigua-et-Barbuda	VISA FREE
ARGENTINA	VISA FREE
ARMENIA	VISA FREE ONLY FOR HOLDERS OF DIPLOMATIC PASSPORT
AUSTRALIA	VISA FREE
Azerbaïdjan	VISA FREE ONLY FOR HOLDERS OF DIPLOMATIC PASSPORT
Bahamas	VISA FREE

Bahreïn	NEED VISA
Barbade	VISA FREE
Bénin	NEED VISA
Biélorussie	NEED VISA
BOLIVIA	VISA FREE
BOSNIA	VISA FREE ONLY FOR HOLDERS OF DIPLOMATIC PASSPORT
BRAZIL	VISA FREE
Holders of a British passport whose nationality mentioned on the personal data page is not British Citizen.	Exemption applying only to holders of a British passport carrying, on the page of personal data, under the heading nationality:-British Nationals (Overseas) ; -British Overseas Territories Citizens ; -British Overseas Citizens ; -British Protected Persons ; -British Subjects.
Brunei	VISA FREE
Canada	VISA FREE
Cap-Vert	VISA FREE ONLY FOR HOLDERS OF DIPLOMATIC PASSPORT
Chili	VISA FREE
CHINA	NEED VISA
China (Hong Kong)	VISA FREE ONLY FOR HOLDERS OF THE ADMINISTRATIVE REGION OF HONG KONG
China (Macao)	VISA FREE ONLY FOR HOLDERS OF THE ADMINISTRATIVE REGION OF MACAO
China (Taïwan)	VISA FREE ONLY FOR HOLDERS OF PASSPORT DELIVERED BY TAIWAN WITH AN ID NUMBER
Colombia	VISA FREE
Congo (Brazzaville)	NEED VISA
Costa Rica	VISA FREE
Dominian Republic	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT
Dominica	VISA FREE
El Salvador	VISA FREE
United Arab Emirates	VISA FREE
Ecuador	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT
Gabon	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT
Georgia	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT

Grenade	VISA FREE
Guatemala	VISA FREE
Honduras	VISA FREE
India	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT
Indonésia	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT
Israël	VISA FREE
Japan	VISA FREE.
Jordania	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT
Kazakhstan	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT
Koweït	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT
Kiribati	VISA FREE
Macedonia (ancienne République yougoslave de)	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT
Malaysia	VISA FREE
Mariannes du Nord	VISA FREE
Morocco	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT
Marshall Islands	VISA FREE
Maurice	VISA FREE
Mexico	VISA FREE
Etats fédérés de Micronésie	VISA FREE
Moldavia	VISA FREE ONLY FOR HOLDER OF A DIPLOMATIC PASSPORT
Monaco	VISA FREE
Mongolia	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT
Monténégro	VISA FREE ONLY FOR HOLDERS OF A BIOMETRIC OR DIPLOMATIC PASSPORT
Namibie	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT
Nauru	VISA FREE
Nicaragua	VISA FREE
New Zealand	FREE VISA INCLUDING : - Tokelau islands (territoire sous souveraineté néo-zélandaise) and Niue (statut de libre association avec la Nouvelle-Zélande), holders of New Zealand passport; -Cook Islands, holders of a New Zealand passport.
Oman	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT

Palaos	VISA FREE
Panama	VISA FREE
Paraguay	VISA FREE
Peru	VISA FREE ONLY FOR HOLDERS OF DIPLOMATIC PASSPORTS
PHILIPPINE	NEED VISA
Russia	VISA FREE ONLY FOR HOLDERS OF DIPLOMATIC PASSPORTS
Saint-Christophe-et-Niévès	VISA FREE
Saint-Marin	VISA FREE
Saint-Siège	VISA FREE
Saint-Vincent-et-les-Grenadines	VISA FREE
Sainte-Lucie	VISA FREE
Iles Salomon	VISA FREE
Samoa occidentales	VISA FREE
SAUDI ARABIA	VISA FREE ONLY FOR HOLDERS OF DIPLOMATIC PASSPORT
Sénégal	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT
Serbie	VISA FREE ONLY FOR HOLDERS OF A BIOMETRIC AND DIPLOMATIC PASSPORT
Seychelles	VISA FREE
Singapore	VISA FREE
SOUTH AFRICA	VISA FREE ONLY FOR: HOLDERS OF A DIPLOMATIC PASSPORT
SOUTH KOREA	VISA FREE
Thaïland	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT
Timor oriental	VISA FREE
Tonga	VISA FREE
Trinité-et-Tobago	VISA FREE
Tunisie	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT
Turquie	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT
Tuvalu	VISA FREE
Ukraine	VISA FREE ONLY FOR HOLDERS OF BIOMETRIC PASSPORT
UNITED STATES	VISA FREE
Uruguay	VISA FREE
Vanuatu	VISA FREE
Venezuela	VISA FREE

Vietnam	VISA FREE ONLY FOR HOLDERS OF A DIPLOMATIC PASSPORT