

**U.S. GO-SHIP cruise information for UCSD-supported science team:
Chief Scientists, Co-chief Scientists, CTD and CFC student watch standers**

Attached to this form is the full set of guidelines for your UCSD/Scripps Institution of Oceanography NSF-funded participation on U.S. GO-SHIP cruises, including information about your salary or stipend support, number of weeks that are covered, the various mechanisms for providing the support (through a subaward to your institution, or temporary hire through UCSD/SIO), and travel support requirements.

Please read and sign the following prior to obtaining your support and travel.

Salary or stipend support and insurance:

- Travelers (or their supervisors at their home institutions) must have completed all UCSD paperwork for either their institutional subaward or their UCSD temporary hire prior to boarding the research ship or risk not being paid
- You must have insurance coverage, either through your place of employment or a personal insurance policy. Persons lacking suitable insurance coverage will not be able to sail.

Travel:

- The ticket you will be issued is the property of the University of California, San Diego
- Airline ticket must be purchased by UCSD. It may include personal stop-overs at traveler's expense if cost is greater than cost for ticket to join the cruise. Your contact for travel is Ms. Tomomi Ushii [tushii@ucsd.edu; fax: (858) 534-9696; phone: (858) 534-9820]
- No alternate use of the ticket is allowed
- All changes to the ticket or itinerary must be made by UCSD
- Any unused portions of the ticket will be returned to UCSD
- Travelers agree to abide by UCSD rules and regulations (<http://blink.ucsd.edu/travel/expenses-reimbursements/index.html>) for acceptable travel expenses or risk not being reimbursed
- Travel costs are based on actual cost and not on a standard per diem, so it is best to retain your receipts in order to file your expenses
- Claim travel expenses within 7 days of completion of your travel, to allow SIO to comply with IRS travel reporting requirements, minimizing the chance of a personal audit.

Please provide us with your up-to-date contact information if changed after the cruise.

To CTD,LADCP and CFC student participants: while this form does not constitute a contract to participate in the cruise, we ask that you consider it to be a commitment. The lead time for finding replacements is relatively long. We ask that if your plans change and you cannot participate, please let us know as soon as you have made such a decision, and no later than two months before the start of travel for the cruise.

Signature Cruise participant	Print name	Date
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Signature SIO program representative	Print name	Date
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