



TRAVEL MANUAL  
SECTION 10: EXTENDED FIELD DUTY  
REVISED 4/18/11

**Approvals required:** Division Head or IPT Leader and HR  
**Copy to:** Fiscal Office

Date:

Employee Name:

Employee Address:

**Reference: NRAO Employee Mid-term work assignment to Chile**

Dear

As previously discussed, you have been assigned a mid-term work assignment in Chile, South America. This assignment is directly or indirectly related to the ALMA Project construction, integration, and testing, commissioning, or ongoing operations. Because your assignment will exceed the parameters of regular business travel but be less than the time considered to be a long-term assignment, you will be designated as on a mid-term assignment of more than three weeks but less than twelve months.

The period of your short-term assignment will be from \_\_\_\_\_ to  
a total of \_\_\_\_\_ days.

As an employee on mid-term assignment to Chile you will be eligible for a Temporary Field Service Allowance as specified in Section 10 of the NRAO travel policy. A copy of the policy is included with this assignment letter. Please read this policy carefully to understand your responsibilities.

Sincerely,

Division Head or IPT Leader

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Date

Human Resources approval:

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HR representative

Date

**Copy to: Fiscal Office**

## F. TEMPORARY FIELD SERVICE ALLOWANCE IN CHILE

The purpose of the Temporary Field Service Allowance (the allowance) is intended to provide employees with financial assistance when on temporary assignments in Chile, which precludes them from receiving benefits afforded employees who are assigned to Chile for a period equal to or exceeding one year. This allowance is intended to provide an employee with limited funds to cover direct and indirect costs associated with living abroad and does not supersede travel benefits the employee would otherwise be afforded during the assignment.

- 1. Assignments covered:** For purposes of the allowance, temporary assignments are defined as covering a period that is less than one year (364/365 leap year/calendar days) but more than 21 calendar days in duration.
- 2. Coverage:** With the exception of vacation, holiday time, and business trips spent outside of Chile during the assignment term, the allowance will only apply to earnings while on the job in Chile. Should an employee's assignment in Chile be interrupted, whereby his or her assignment in Chile has ended either temporarily or for the remainder of the term, the employee's allowance will cease. Should the employee return to Chile to complete the current assignment or a new qualifying temporary assignment in Chile, the allowance will be re-enacted.
- 3. Allowance:** The allowance will equal 15% of an employee's gross base salary and effective dates will begin on the day the employee departs for Chile (airline flight) to start the assignment and end on the day the employee returns to the United States from Chile. Any personal time (vacation, holiday, etc.) spent at the beginning or end of the assignment will not be covered by this allowance. The allowance is a separate payment, not an addition to the employee's salary, therefore does not increase an employee's base salary for benefit purposes. The allowance is considered taxable income for which no tax gross-up will be provided.
- 4. Employee responsibility:** Employees are expected to review their paychecks to determine the allowance is properly reflected for the effective period and report any discrepancy to the Fiscal department. Should the employee be erroneously paid, any overpayment must be reimbursed to NRAO.
- 5. Authorization:** A formal assignment letter, signed by the appropriate NRAO Division Head and approved by NRAO Human Resources, must be completed in advance of the assignment and include the term (start and finish dates) of the assignment in Chile. A copy of the document will be forwarded to Payroll following Human Resources approval. Any subsequent change in the assignment that impacts the time the employee works in Chile must be documented and written notification provided to Human Resources and Payroll.
- 6. Deviations and Interpretations:** Because this allowance is compensation based, any deviation from this policy or question regarding its interpretation must be brought to the attention of the Manager, Human Resources for review and approval, in concurrence with the ALMA AD.