



Chile Travel Refresh

(not including relocations)

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U.S. DEPARTMENT OF
ENERGY

SLAC

CHARLES AND LISA SIMONYI FUND
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Level 3 Travel Advisory for American Citizens: Reconsider travel to Chile due to COVID-19 (as of 11/11/21)

- <https://cl.usembassy.gov/u-s-citizen-services/security-and-travel-information/covid-19-information/>
- The link above is for the US Citizens traveling to Chile.
- It should be looked at by the traveler prior to travel planning (Rubin and SLAC)
- Erin will update confluence and webpage once a week, as needed, and will look as needed by TR issuance.
 - [Confluence- Travel- General](#)
 - [Rubin Travel](#)

Still in Effect: [AURA CEPP v5.0](#)

International travel requires approval by the Center Director or designee and as stated herein may require approval by the AURA Vice President for Programs. The U.S. State Department Travel Advisories should be researched and taken into consideration, prior to approving international travel. Travel to destinations where the State Department's recommendation is Level 3 or above due to COVID-19 health advisories requires approval by the AURA Vice President for Programs. (*sec 7, pg. 23*)

Travel Policy/Procedure

Currently following the [Rubin Travel Procedure](#), which is in alignment with the [AURA Travel Policy](#)

- understand that currently there may be urgent issues within the 21-day advance reservation directive

Personnel involved with travel to Chile

- Manager- decides travel is needed- refers to CEPP v5.0 Business Travel and Rubín Travel Procedure
- Traveler- initiates TR, updates Jira ticket
- Erin- arranges travel, updates Jira ticket
- Chile Admins- advises HR Chile and AURA-O of Chile travel, arranges local accommodations, transportation, etc.
- US Admins- FYI only- no action needed, unless asked by traveler

- HR Chile- made aware of travel to Chile- no action needed
- AURA-O- made aware of travel to Chile- no action needed

Forms

- [Rubin Travel Profile Form](#)- form for first time Rubin travelers- Erin will provide and input into Concur- also if first time Chile traveler, Erin will advise first-time traveler on Jira ticket issuance
- [Travel Request Form \(TRF\)](#)- exact information as Reqless for TR submission- use for most non- AURA project members- Erin will provide and submit travel request on behalf of non-AURA traveler; Regina for SLAC and Nikolina for UW both have access to Reqless and will be able to submit TR's for approval

Comments for Justification

- Adding comments to TR or TRF – justification for urgency of trip- must have approvals from correct managers/directors for urgency of travel.
 - *Note that it was shared with managers that trips to Chile need to be reviewed – need to make sure that the travel is needed – space is limited on the summit.

Entry Requirements

- Passport Status- as a general rule the passport must have at least 6 months remaining before expiration- [COVID rules](#)- traveler
 - Mobility Pass – (vaccine validation response)
 - up to 30 days for approval (official), possibly 45 days (not official)
 - must have QR code
 - need to have this paperwork in hand with QR code prior to Erin booking travel- traveler
 - Valid as of response approval (temporary and complete) from Ministry of Health- must travel w/in 45 days of issuance
 - Testing –testing at [Tucson airport](#)
 - Tested at Santiago upon arrival- result wait time aprox. 9-12 hours
 - There is no longer a quarantine required if a negative pcr result is submitted upon arrival, the one from the States is not sufficient for entry, only to board the plane and leave the country.
 - Test results will be delivered electronically
- Options for travel after testing at Santiago airport:
- Complete the test, spend the night, and fly out the next day.
 - Complete the test, drive to La Serena and quarantine for remaining 9 hours.
 - A vehicle will need to be rented in Santiago

Roles/Responsibilities

Updating current Chile COVID and other information:

- Slack Rubin travel channel
 - informal- not official information
 - fluid thread flow from Slack travel channel members and Erin
- Travel confluence page and travel webpage- formal update information
 - once a week update- Erin
 - as travel arises in an area where it is necessary to research- Erin
- How/who is keeping up with rapid changes?
 - Depending on the need, Erin will look at situations as they arise
 - Will not be monitor constantly
- Notifications to who needs to know about travelers? Other than people already mentioned?
 - Up to the traveler to add an addition email(s) in the TR

Chile Travel Jira Tickets

- Jira tickets issued for travel to Chile only (no relocations or travel from Chile to US) – action for the traveler, Erin and Chile Admins – FYI Only for US Admins
 - **First and foremost, the traveler must engage in the Jira ticket workflow** - each subtask below requires essential action from the traveler (Most Chile travelers know this, but first time travelers to Chile may not)
 - Flight- Erin will add MI&E per diem, check-in, baggage information, and flight itinerary
 - Transport from LSC- Maria Eugenia (ME)
 - Lodging- LSC- Carola
 - Lodging- summit- ME
 - Transport- summit- ME
 - Transport-LSC- ME
 - Special Request- Carola