

## **Meal Program in Barrow**

Effective 1 July 2009

Revision 5 March 2010

In 2009, CH2MHill Polar Services (CPS) initiated a new meal program for NSF-supported researchers to improve our ability to plan and manage science project budgets more effectively. Each researcher is asked to select one plan prior to arrival in Barrow. CPS may request that each science project assign a POC ensure all project members provide meal plan information.

Each plan is based on the cost of providing meals to a person in the Iḷisaġvik College Cafeteria (Iḷisaġvik). The cost of three (3) meals per day in the cafeteria is \$53.00 per day. These are the daily amounts that we have budgeted for each NSF researcher working in Barrow. The three meal program options are based on this amount per day, per person. Reimbursement in all cases will be by CPS, not BASC.

When making your reservation, you will have the option of one of these three plans for the duration of your stay in Barrow during 2010.

### **Plan 1 (Cafeteria Only Plan)**

*If you choose this plan:*

- You will be issued a pre-loaded meal card to cover three (3) meals per day at Iḷisaġvik (\$53 per day; the equivalent of a breakfast, lunch and a dinner) for the duration of your stay. You will receive the card the day of your arrival during the BASC in-brief.
- You will get food for all your meals from the cafeteria.
- If you expect to miss a meal, you must make prior arrangements with fellow researchers for food.
- If you arrive in Barrow on the evening flight, plan your travel funds to include paying for a meal in a Barrow restaurant upon arrival or eat *en route*, because the cafeteria will be closed when you arrive.
- You will have no out of pocket expenses for food.
- You will not be required to prepare meals.

### **Plan 2 (Up Front Flex Plan)**

*If you choose this plan:*

- You will be eligible for a flat rate after the fact *per diem* reimbursement of \$53 per day.
- You will pay for all meals and food costs during your stay in Barrow.
- After you complete your stay in Barrow, you will submit copies of your boarding passes to CPS.
- You will have the option to eat wherever you wish (including Iḷisaġvik College cafeteria), or to purchase groceries from the store and cook (if you have access to kitchen facilities).
- You will not be required to submit receipts.
- If you select this plan, CPS will contact you with instructions for where to send your boarding passes so that CPS can process your reimbursement.

### **Plan 3 (Hybrid Plan)**

*If you choose this plan:*

- You will be issued a pre-loaded meal card to cover two (2) meals per day at Iḷisaġvik (\$38 per day; the equivalent of a breakfast and a dinner) for the duration of your stay. You will receive the card the day of your arrival during the BASC in-brief.
- You will eat the majority of meals at Iḷisaġvik College cafeteria, but have the option to eat in local restaurants, and/or buy food and cook it.
- If you expect to miss a meal at the cafeteria, you must plan an alternative food source.
- You will pay for any of your own food outside the Iḷisaġvik College cafeteria.
- You will be reimbursed \$15 per day for each day.
- After you complete your stay in Barrow, you will submit copies of your boarding passes to CH2MHill Polar Services (CPS).
- You will not have to submit receipts.
- If you select this plan, CPS will contact you with instructions for where to send your boarding passes so that CPS can process your reimbursement.

## Frequently Asked Question

### **If I've already made my reservation, how will I choose a plan?**

If you already have a reservation in place and you didn't choose any meal plan, you should modify it online and choose a meal plan at:

<http://spreadsheets.google.com/viewform?hl=en&formkey=cDcxU2ZhNml0dy1mZ0FYQnNhLTiUIE6MA>.

A reservation number was assigned to you when you first made your reservation. You can find it at:

<http://spreadsheets.google.com/pub?key=p71Sfa6itw-fgAXBsa-9bRQ>.

### **What if my grant covers the food cost?**

Some project will cover their food costs through their grant. If it is the case, you should make a reservation all the same, and select the option "n/a" in the meal plan section.

### **What if I do nothing?**

If you do not choose a plan prior to arrival in Barrow you will be set up for Plan 2. If you don't want to use any of the plans, you will be responsible for your own food entirely out of pocket.

### **What if I show up in Barrow without giving advance notice?**

CPS and BASC require advance notice to ensure accommodations are available in Barrow. Please email Faustine Mercer (faustine@polarfield.com) for instructions on making reservations or to confirm that your reservation has been received. If you show up in Barrow without giving advance notice, you may not have a place to stay and you should plan to arrange and pay for your own hotel room until accommodations can be found within NSF-paid lodging. This hotel expense will not be reimbursable. If you are part of an approved NSF field team, you will default to Plan 2.

### **I'm a vegetarian. Which plan should I choose?**

The college does not always have a vegetarian meal option, nor is it always possible to accommodate special diets. You should choose plans 2 or 3.

### **Can I keep my meal card? Can I use my meal card from a prior stay?**

No. Prior to departing Barrow, you will leave your meal card in the gray metallic box in the BASC Logistics office (room L-211). Meal cards will be deactivated after your departure.

### **Are there any exceptions?**

No exceptions are available for non-local researchers. If your research takes you to Atqasuk, Wainwright, etc., meals will be dealt with as in meal plan 2.

### **I'm a PI with local field team members who only need partial per diem (e.g.: box lunch only). How will this be handled?**

These situations will be planned on a project-by-project basis. A likely scenario will be that the PI is asked to pay for the box lunches for approved field team members and submit an expense report for the cost.

### **What happens if I choose to invite others to eat with me and I pay for their meals on my meal card, can I ask for another card?**

No. You will be required to manage your individual food budget. If a meal card is used up, then you will be responsible for your meals costs out of pocket, and this will not be reimbursable.

### **If I choose the reimbursement plan how do I get money for my meals?**

You may be able to obtain a cash advance from your organization prior to your trip. In town you have access to a Wells Fargo ATM and a full service teller where you can withdraw cash from a personal account. Money orders and Western Union are also available. Iḷisaḡvik College cafeteria, restaurants and stores accept credit cards (Visa and MasterCard).

### **If I choose the reimbursement option, can I request weekly reimbursements?**

No, though for individuals who stay continuously onsite for more than two months it may be an option to have monthly reimbursements. This will be arranged on a case-by-case basis. Please contact Faustine Mercer for any requests.

**Why are boarding passes required?**

Copies of boarding passes are required as back up for proof of travel and length of stay In the event of an audit.

**If I choose Plan 1, the Meal Card only option, and I don't use all of the meals on my card, can I be reimbursed cash for the remaining money left on my card?**

No.

**Can I switch plans?**

You will be required to choose one plan prior to going to Barrow and will not be allowed to switch between plans during your stay. If you are visiting multiple times during 2010, you may choose a plan prior to each stay.

**How long will it take to get reimbursed by CPS?**

Once a reimbursement request is received at CPS it will take up to six (6) weeks for a researcher to receive an expense check.

**Can BASC or CPS give me a cash advance?**

No.

**Can BASC or CPS pay for my restaurant meal on credit?**

No.

**Where can I eat?**

A list of restaurants and stores with telephone numbers is provided below.

**When can I eat?**

Cafeteria hours are posted on the BASC website and in the cafeteria. Check with individual restaurants for hours of operation. It is polite to call ahead before bringing a large group to a restaurant.

**I'm arriving on the evening flight into Barrow. Will the college cafeteria still be open?**

No. The cafeteria closes at 6:45 pm. Your options for food that evening include bringing something with you, or calling in a take out order at a local restaurant while you are waiting for your bags.

**I leave on a Sunday morning (due to planning, or a Saturday night flight cancellation); can I get something to eat prior to my flight?**

In the case where you plan to leave on a Sunday morning, you can purchase a cold breakfast the day prior to leaving (cereal, fruit, bagel, cream cheese) and store in the refrigerator in the main office, as the cafeteria does not open until 11:30 am on Sundays.

<p><b>Restaurants:</b>          Arctic Pizza, 852-4222          Osaka Restaurant (Japanese) 852-4100          Sam n' Lee's (Korean), 852-5555          Pepe's Mexican 852-8200          Brower's Restaurant, 852-3456          Northern Lights Restaurant, 852-3300          NARL Ilisagvik Kitchen 852-1865          Shogun Teriyaki House (Asian) 852-2276          East Coast Pizza 852-2100/852-2101</p>	<p><b>Stores:</b>          Alaska Commercial (AC) Squatpaq 852-6711          Qwik Stop, 852-4688          Arctic Coast Trading Post 852-7717          Arctic Grocery, 852-6666</p>
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