

Making your Own Way Home from Antarctica Policy 2025/26 season

To be read in conjunction with the Q&A document

1) Making your Own Way Home

While BAS is keen to provide the opportunity for people to arrange their own travel home it adds additional complexity to an already logistically challenging process.

This season BAS will book you a return ticket where possible which you can then amend at your own cost should you wish to make your own way home.

BAS will book a single ticket for people routed through the Falkland Islands on the MOD route on any part of their scheduled South or Northbound journey or for those who are Wintering. You can then claim a fixed rate reimbursement should you wish to make your own way home. If you are routed through the Falklands on a commercial ticket you may be booked a Return journey and will therefore need to amend your own ticket.

2) General principles for deployed personnel deciding to make their own way home.

These apply to BAS Staff (Cambridge, AEP, Mariners and Pilots) and anyone travelling on a NERC funded grant.

- a) If you wish to make your own way home you must inform the Polar Operations Support Team **at least 6 weeks before your scheduled Northbound travel date**. You will need to read and sign the own way home agreement below so we can release your return ticket or change your travel requirements on SOUTH.
- b) You will be accommodated by BAS on arrival at your Gateway for one night only. This will give you sufficient time to find alternative accommodation. The only exception will be if arrival to your gateway is brought forward at the last minute due to operational requirements. If you are arriving in to a Gateway on the SDA your 1 night accommodation may be on board the SDA.
- c) Please note when arriving at the Falkland Islands, including those staying onboard the SDA, BAS FI will arrange your immigration clearance appointment and transfers into Stanley, alongside other staff moves. You will then be free to make your own arrangements. You will be required to pay your own departure tax.
- d) The accommodation provided at your Gateway will be at BAS discretion and may be on board a BAS ship. If you choose to use other accommodation from the time of your arrival at the Gateway, you will be responsible for the cost of that accommodation and meals and this will need to be organised yourself.
- e) Please note that it will not be possible for BAS to support you in any way after your one night's accommodation. This includes, but is not limited to, providing, or assisting in finding accommodation for you at a gateway or elsewhere, as well as airport transfers, subsistence

costs, insurance, medical and legal expenses etc. which will be entirely your own responsibility.

- f) It will be the individual's responsibility to ensure that all relevant passports, visas, travel insurances, etc. are in place prior to travelling to your countries of choice.
- g) The above principles are equally applicable to all variations of BAS contracts, Visitors and Contractors. For further details, please read below.

3) BAS Antarctic contract staff (AEP)

Contract end dates are estimated dates based on an average end of season date. For ease they are also usually tied to an end of month date. Operationally you may exit the Antarctic either before or after the contract end date. If you leave before, you continue to receive pay until the date in your contract. If you exit after the contract end date you are paid up until your return to the UK or when you take up your own way home option. Therefore, it is entirely possible that you may be within your contract dates and on pay at the time that you choose to make your own way home. Your decision to make your own way home, whether you are on pay or not, divests BAS of responsibility for you while you are making your own way home. Your responsibility starts from the date that BAS would have flown you home, or the commencement of your own arrangements, whichever comes first.

4) BAS Cambridge staff

If you opt to make your own way home, you must first discuss and agree with your Line Manager and ensure that the period away is covered by either paid or unpaid leave as appropriate. Your decision to make your own way home divests BAS of responsibility for you while you are making your own way home. Your responsibility starts from the date that BAS would have flown you home, or the commencement of your own arrangements, whichever comes first.

5) Visitors/Contractors

You should discuss with your sponsoring organisation in advance of requesting to make your own way home with BAS. Your decision to make your own way home divests BAS of responsibility for you while you are making your own way home. Your responsibility starts from either the date that BAS would have flown you home, or the commencement of your own arrangements, whichever comes first.

6) Ticket Expectations and Finance

RETURN TICKETS

Return tickets can be amended using our travel agent or UKRI online booking system Clarity to change your Northbound travel. Please note that you will be responsible for funding any difference between the cost of the ticket provided by BAS and the actual cost of your return; you will not be entitled to further financial assistance from BAS.

- **There are some limitations:**

- Tickets are issued with LATAM airlines and can only be amended using the same airline or on routes which offer LATAM codeshare flights.
- The fare is changeable for a penalty. Cost for the penalty will depend on the availability and rate of exchange on the new chosen dates. Alterations to the existing route can increase the cost of the change fee significantly.
- If you are travelling on the northbound leg of a round trip fare LON-PUQ-LON, you are more restricted to changes based on the existing origin and destination.
- Partially used fares are non-refundable.
- Fares have to be used in chronological order, if you miss or skip a flight, you will be classed as a no-show and the remaining flights in your reservation will automatically be cancelled.
- ITT's usual response time is 24-48hrs but may be longer during peak periods.
- You must cc Olivia (Oli) Darler daroli92@bas.ac.uk in to the initial email with Dahiana at IT&T and must send Oli confirmation of the change if you are amending it through Clarity for those transiting from Halley.

Please see the Own Way Home Q&A Document for instructions on how to amend your ticket.

SINGLE TICKETS

If you were NOT issued a return ticket and wish to make your own arrangements for your return journey, you will be entitled to reimbursement from your outbound Gateway.

Please see the Own Way Home Q&A Document for reimbursement amounts.

Please read the Own Way Home Q&A document for further details and answers to FAQs

Have a safe journey

BAS HR and Operations, August 2025

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Own Way Home Agreement 2025/26

If you have decided to make your own way home please sign below to indicate acceptance of the change of responsibility, and return to the POST team.

I understand that BAS has provided a fully catered and funded return to the UK, however I have decided to make my own way home. In doing this I understand that

- BAS has no further responsibility to me following check out of the 1 night of BAS provided accommodation at the gateway.
- That I have no recourse to BAS support including but not limited to accommodation, meals, airport transfers.
- That the corporate medical and travel insurance that covers all BAS staff while in transit and deployed will cease following check out of the 1 night of BAS provided accommodation at the gateway.
- That BAS agents at gateways are no longer available to me through association to BAS.

- Name:.....
- Signed:....
- Date:....