



**National Radio
Astronomy
Observatory**

NRAO/AUI Employee - Registration

All NRAO/AUI employees who travel to NRAO-NM facilities, including any VLBA sites, must register their visit here. Requests for lodging, onsite resources, and other accommodations will not be accepted until a registration submission is received.

Name *

First Name Last Name

NRAO Visitor Email *

Department/Division *

Group

Phone Number

Country Code

Area Code

Phone Number

Location and Travel Dates

Please select the NRAO-NM locations you intend to visit and your travel dates.

Select the NRAO-NM Facility or offsite location you will be visiting; mark all that apply. *

New Mexico - Domenici Science Operations Center, Socorro, NM (DSOC)

New Mexico - Jansky Very Large Array (VLA)

New Mexico - NRAO Albuquerque Office (NAO)

New Mexico - NRAO Guest House (NMT Campus)

Various - NRAO VLBA Site (specify which site below)

Offsite location (describe below)

Which VLBA Site?

Brewster, WA

Hancock, NH

Los Alamos, NM

North Liberty, IA

Pie Town, NM

Fort Davis, TX

Kitt Peak, AZ

Mauna Kea, HI

Owens Valley, CA

Saint Croix, VI

'Offsite' Location Information

0/500

Arrival Date *



Month Day Year

Departure Date *



Month Day Year

Purpose of Visit

NRAO - Select the option(s) that describe the activities with which you will be involved during your visit to NRAO-NM. Mark all that apply. *

Observation

Meeting

Internship

Interview

Other (describe below)

Data Reduction

Conference, Workshop, School

Talk/Colloquium

New Employee (temporary lodging/relocation)

'Other' details

NRAO-NM Host *

Enter the name of the host, sponsor or conference at NRAO-NM.

NRAO-NM Host Email Address *

example@nrao.edu

Onsite Resources & Communication

Please select any onsite resources you may need during your visit. Public workstations and visitor offices are shared spaces. There is WiFi internet access available throughout our facilities. Onsite resource requests are not guaranteed, confirmation notices will be sent to the email address provided.

Onsite Resources

Shared office

Key card access

NRAO/AUI Vehicle

Public workstation

No resources needed

Shuttle or Bus Service (between DSOC and VLA)

'Other' details

If you selected 'Other' from the list above, please provide details here. 0/500

Local Announcement: May we advertise your visit locally (e.g., announcement to NRAO-NM staff)? *

Yes

No

NRAO - Travel & Lodging

If you would like for our reservationist to make travel arrangements for you, please specify below. Offsite travel arrangements and transportation are for NRAO/AUI employees and sponsored guests only. An NRAO/AUI charge account number is required before arrangements can be made. Mark all that apply.

Travel & Lodging Arrangements *

Yes, onsite lodging (NRAO-NM Guest House)

Yes, airfare

Yes, NRAO/AUI vehicle (approval required)

No, I've already arranged my travel.

Yes, offsite lodging (e.g., local hotel)

Yes, car rental

No, my visit does not require travel arrangements.

Travel details, preferences, or 'Other'

0/500

Event Name

e.g., Synthesis Imaging Workshop, NRAO Colloquium, etc.

NRAO/AUI Charge Account Number

For all travel arrangements please provide an AUI/NRAO charge account number.

Review the [NRAO/AUI Travel Policy](#) before finalizing travel plans.

NRAO/AUI employees and sponsored guests who wish to be reimbursed for travel expenses must complete a Travel Authorization Form (TAF) in advance of travel. A signed form (supervisor approval) can be uploaded here.

All required travel forms can be found here: <https://info.nrao.edu/oas/oas/fiscal/internal-forms/>

Do not upload any forms that include sensitive data including new employee I-9, W-9, W-4, etc.

Sponsored guests should contact their host to ensure this process has been initiated.

NRAO-NM Guest House

If you wish to stay at the NRAO-NM Guest House, select your preferred room type from the options below. Requests are not guaranteed; a confirmation email will be sent once availability is verified.

Find our Guest House policies and rates on our [Visiting New Mexico](#) webpage.

Room Types and Occupancy

Apartment - 1 queen, 1 double/full, 1 sofa bed, accommodates 6

Double - 2 double/full beds, accommodates 4

Single - 1 queen sized bed, accommodates 2

No preference

You may submit this form from PDF by selecting the 'Submit' button above or save this file and email it to nmreserv@nrao.edu.

If emailed, the information will be entered into our system by our Visitor Coordinator.