

Location and Travel Dates

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

NRAO-NM Facility (mark all that apply) *

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

New Mexico - Very Large Array (VLA)

New Mexico - NRAO Albuquerque Office (ABQ)

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

Talk/Colloquium

New Employee (temporary lodging/relocation)

Data Reduction

Conference, Workshop, School

Interview (in-person, onsite)

Interview (virtual)

Other (describe below)

Office/Lodging

'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

NRAO - Scientific Visitors

Are you a visiting scientist, student, or collaborator? Please let us know by selecting what level of scientific support (e.g., assistance with data reduction) you'll need during your visit.

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

Public workstation

No resources needed

'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.

Do you need us to arrange your travel & lodging? *

- | | |
|--|--|
| Yes, onsite lodging (NRAO-NM Guest House) | Yes, offsite lodging (e.g., local hotel) |
| Yes, airfare | Yes, car rental |
| No, my visit does not require travel arrangements. | No, I've already arranged my travel & lodging. |

Travel Details or 'Other'

0/500

Event Name

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

Travel Authorization and Reimbursement

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/NRAO Host approval) can be uploaded here.

Note: 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

Denied Party Screening (DPS)

All official visitors must complete a Denied Party Screening (DPS) before arriving at any NRAO facility. To process a DPS, visitors must provide answers to the questions below. Once passed, your registration request will be processed and you will be permitted to enter NRAO-NM facilities.

Date of Birth *



Month Day Year

Citizenship *

If a dual citizen, enter both countries.

If not a U.S. citizen, are you a U.S. permanent resident (you hold a Green Card)?

Yes

No

Residence of Record: City *

Enter the name of the city that is your residence of record.

Residence of Record: State or Region *

Enter the state, province, prefecture, or other region information for your residence of record.

Submission:

To submit this form, please save the file and email it to nmreserv@nrao.edu. The information will be entered into our system by our Visitor Coordinator.