



# Visitor Use Reporting System

## Commercial Use Authorization Holder

### User Guide

## Table of Contents

	Page
Figures.....	iii
Introduction.....	1
Creating an Account for Visitor Use Reporting.....	2
Log On to VURn.....	3
System Navigation .....	4
Menus.....	4
Enter Trips .....	5
Enter Guided Trips.....	5
Entering Guided Trips to More than Three Visitor Use Areas.....	7
Copying or Deleting Trips.....	8
Enter Unguided Trips.....	10
Incidental Hunt and Big Game Transporters.....	11
Copying or Deleting Trips.....	12
Existing Trips — Review Entered Trips.....	13
Submit Trips .....	15
Unresolved Trips — Resubmitting Individual Trips to the NPS.....	16
Did Not Operate — No Use .....	18
End of Season Fees — Monitoring (Per Person) Fees.....	18
Other CUA Fees.....	19
Importing Trips to VURn (via Excel Workbook).....	20

Downloading the Excel Workbook.....	20
Importing the Excel Workbook .....	21
Import Troubleshooting.....	21
Validation Error Help.....	21
Excel Workbook Requirements .....	22
Validation Error Codes.....	22
Excel Workbook Instructions .....	23
Guided Trips Tab .....	24
Unguided Trips Tab .....	26
Definitions .....	28
Frequently Asked Questions.....	29

# Figures

<b>Figure 1.</b> Log on and registration page for the Visitor User Reporting System.....	1
<b>Figure 2.</b> IRMA Partner Access Page — Create New User Account.....	2
<b>Figure 3.</b> Log On Screen for IRMA Partner Access — Sign In for VURn. ....	3
<b>Figure 4.</b> VURn Quick Tour page.....	3
<b>Figure 5.</b> Enter Guided Trips page. ....	5
<b>Figure 6.</b> Fields to enter trip details on the enter guided trip page. ....	5
<b>Figure 7.</b> Entering a single activity day trip to one location on the enter guided trips page.....	6
<b>Figure 8.</b> Entering a multi-location multi-day trip on the enter guided trips page.....	7
<b>Figure 9.</b> The Update and Cancel buttons display below a trip in edit mode. ....	7
<b>Figure 10.</b> Use the Primary Location Note field to link trips with more than three locations.....	8
<b>Figure 11.</b> Copy or delete a trip on the enter guided trips page. ....	8
<b>Figure 12.</b> Edit or Review Existing Trips. ....	9
<b>Figure 13.</b> Edit Guided Trips popup from Review Existing Trips page.....	10
<b>Figure 14.</b> Enter Unguided Trips page. ....	10
<b>Figure 15.</b> Fields to enter trip details on the enter unguided trips page.....	11
<b>Figure 16.</b> State of Alaska Big Game Commercial Services Board Transporter Activity Report (TAR).....	12
<b>Figure 17.</b> The Update and Cancel buttons display below a trip in edit mode. ....	12
<b>Figure 18.</b> Copy or delete a trip on the Enter Unguided Trips page.....	13
<b>Figure 19.</b> Review or Edit Existing Trips. ....	14
<b>Figure 20.</b> Edit Unguided Trip popup from Existing Trips page. ....	14
<b>Figure 21.</b> Trip lifecycle in VURn. ....	15
<b>Figure 22.</b> Monthly Summary page.....	15
<b>Figure 23.</b> Existing Trips page. ....	16
<b>Figure 24.</b> Edit Guided Trip popup with NPS and Company Comments.....	17
<b>Figure 25.</b> Review Existing Trips page with trips in Draft, Submitted, Accepted, and Unresolved status. ....	17

<b>Figure 26.</b> Monthly Summary page.....	18
<b>Figure 27.</b> Sample Trip Fee Summary.....	19
<b>Figure 28.</b> Import Trips page. ....	20
<b>Figure 29.</b> Import Trips page. ....	21
<b>Figure 30.</b> Selected Excel cell with available drop-down menu.....	23
<b>Figure 31.</b> Excel rows showing sample day trip data at one location.....	24
<b>Figure 32.</b> Guided Trips tab. ....	25
<b>Figure 33.</b> Unguided trips tab.....	26

# Introduction

Designed to streamline administrative reporting procedures for both external partners and the National Park Service (NPS), the Visitor Use Reporting System (VURn; Figure 1) facilitates the collection and analysis of commercial visitor use data in Interior Region 11 — Alaska.

To access the application, navigate to <https://irma.nps.gov/VURn/>.

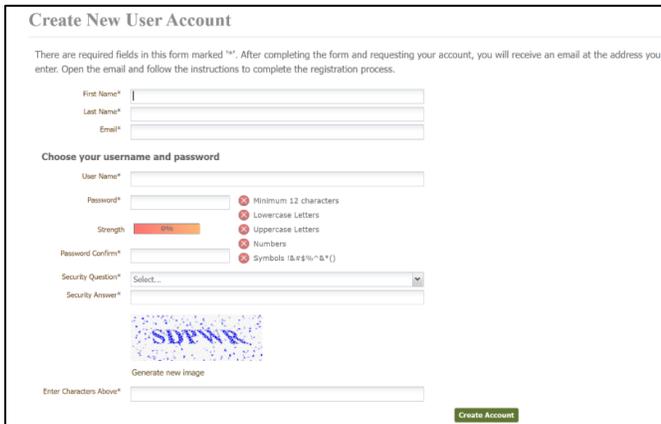


**Figure 1.** Log on and registration page for the Visitor User Reporting System.

# Creating an Account for Visitor Use Reporting

Navigate to the VURn welcome page at <https://irma.nps.gov/VURn/>. Registration with the National Park Service Integrated Resource Management Application (IRMA) is the first step to create an account with the Visitor Use Reporting System (VURn).

Select Register (if you have not yet registered with IRMA). You will be directed to the IRMA registration website (Figure 2).



**Create New User Account**

There are required fields in this form marked '\*'. After completing the form and requesting your account, you will receive an email at the address you enter. Open the email and follow the instructions to complete the registration process.

First Name\*

Last Name\*

Email\*

**Choose your username and password**

User Name\*

Password\*  Minimum 12 characters

Strength 80% Lowercase Letters Uppercase Letters Numbers Symbol (&#34;~&#34;)

Password Confirm\*

Security Question\* Select...

Security Answer\*



Generate new image

Enter Characters Above\*

**Figure 2.** IRMA Partner Access Page — Create New User Account.

Fill in the required fields. When creating this account, **use the same email address you provided on your most recent commercial use authorization (CUA) application**. Using a different email address will delay the process. If you need to use a different email address, contact [akr\\_activityreports@nps.gov](mailto:akr_activityreports@nps.gov).

After completing the form select Create Account. You will receive an email at the address provided. Open the email and follow the instructions to complete the registration process.

# Log On to VURn

Now that you have registered through IRMA, navigate to the VURn welcome page (Figure 1) at <https://irma.nps.gov/VURn/>.

Select Log On. On the log on screen (Figure 3), enter your **User Name** (self-created when creating your account through IRMA) and password. Select Sign In.

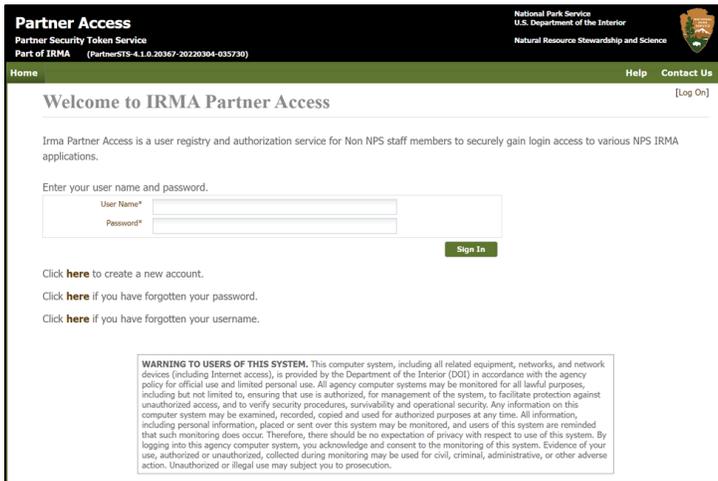


Figure 3. Log On Screen for IRMA Partner Access — Sign In for VURn.

This will take you to VURn. The first time you use the system and unless you check the box to “Skip Quick Tour on next logon”, you will be directed to the Quick Tour page (Figure 4). The Quick Tour page displays the system navigation menu bar and trip lifecycle. This page can be accessed anytime by selecting the Quick Tour link in the upper right menu bar.

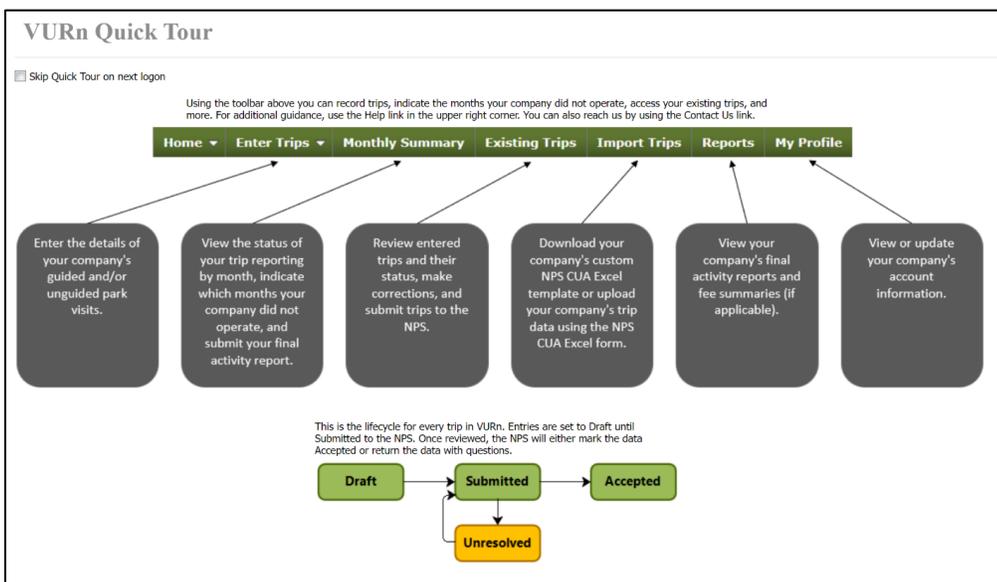


Figure 4. VURn Quick Tour page.

# System Navigation

## Menus

**Home** — The main landing page (currently the Monthly Summary page).

**IRMA Portal** — This brings you out of VURn to the main IRMA portal (VURn is part of the IRMA system).

## Enter Trips

**Guided Trips** — Manually enter guided trips.

**Unguided Trips** — Manually enter unguided trips.

**Monthly Summary** — Data summarized by park, year, and month. Access buttons to submit final activity report to the NPS and view fee summary reports, if applicable.

**Existing Trips** — Review trips entered or imported to VURn.

**Import Trips** — Upload an Excel file to VURn or download an Excel template specific to your business.

**Reports** — Access fee summary reports, if applicable, and consolidated trip data entered in or imported to VURn for your business.

**My Profile** — Your information and permissions in the application.

**Quick Tour** — Short guide showing parts of the system along with the trip record lifecycle.

**Help** — Collection of system help documents and instructional user videos. You do not need to be logged in to VURn to access this collection of system resources.

**Contact Us** — Web form to send questions or request help from the Commercial Services staff in Interior Region 11 - Alaska.

# Enter Trips

To begin entering your trips to the park(s), select Enter Trips from the green menu bar. If you hover over the button, two options will be displayed, Guided Trips and Unguided Trips. You can also click on the Enter Trips menu item, and you will be directed to a page with the same two options.

Select Guided Trips to report trips when your staff accompanied/guided/led clients in a park unit. For example, enter guided hiking, guided photography, guided bear viewing trips here. See definitions section of this document for more information.

Select Unguided Trips if the trips you provided were transportation only and your staff did not accompany clients in the park(s). For example, enter air taxi trips when the pilot stayed with the plane, shuttle service, water taxi, etc. See definitions section of this document for more information.

## Enter Guided Trips

Select Add Trip to enter a new trip (Figure 5). In the park column, click on the arrow to the right of the blank to select the park unit. The drop-down list will show the park units in which your company is currently an authorized CUA holder.

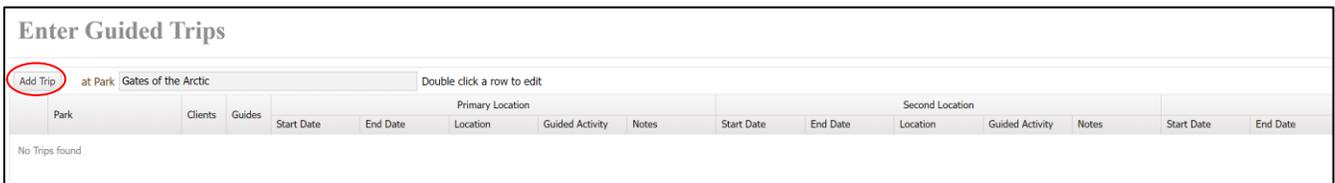


Figure 5. Enter Guided Trips page.

Select the park (Figure 6) then continue to fill in the fields from **left to right**. The Location and Guided Activity drop-downs are specific to each park. Fill in the field to the left to populate the drop-down to the right. When entering trip data, you can use your cursor or the tab key on your keyboard to move to the next field.

In the trip date field, you can use the calendar icon to the right of the field to select the date or you can type the date in the field. If you type the month and day, the system will populate the current calendar year.

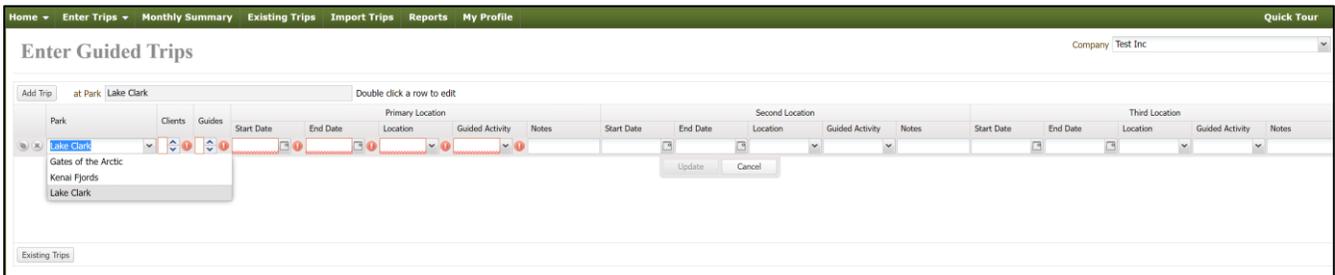


Figure 6. Fields to enter trip details on the enter guided trip page.

The Location drop-down lists the Visitor Use Areas (VUAs) in the selected park unit. Select one of the available locations listed. Refer to the park’s VUA map via the Help link or send questions using the Contact Us link.

Most searchable and editable fields in VURn filter when you start typing in the field. Even fields with a drop-down list will alphabetically filter when you type in the field. To un-filter a list, select and delete the filter word. The original drop-down list will reappear.

The Guided Activity drop-down lists the approved commercial activities in the selected park unit. Select the guided activity your company provided at the selected location (Figure 7). It should also be the primary (main) activity you provided or were engaged in at that location in the park. For example, if you booked a trip to provide guided bear viewing but your clients also hiked a bit in the park and took pictures, you would report ‘guided bear viewing’ as your primary guided activity. In this example, guided bear viewing was the main reason for the visit and the focus of your time with clients in the park.

The screenshot shows a web form titled "Enter Guided Trips". At the top, there is a button "Add Trip" and a text field "at Park Lake Clark" with a note "Double click a row to edit". Below this is a table with the following columns: Park, Clients, Guides, Start Date, End Date, Location, Guided Activity, Notes, Start Date, End Date, and Location. The first row contains the following data: Park: Lake Clark, Clients: 3, Guides: 1, Start Date: 06/02/2023, End Date: 06/07/2023, Location: Turquoise Lak, Guided Activity: Guided Kayak, Notes: (empty), Start Date: (empty), End Date: (empty), Location: (empty). At the bottom right of the table are "Update" and "Cancel" buttons.

**Figure 7.** Entering a single activity day trip to one location on the enter guided trips page.

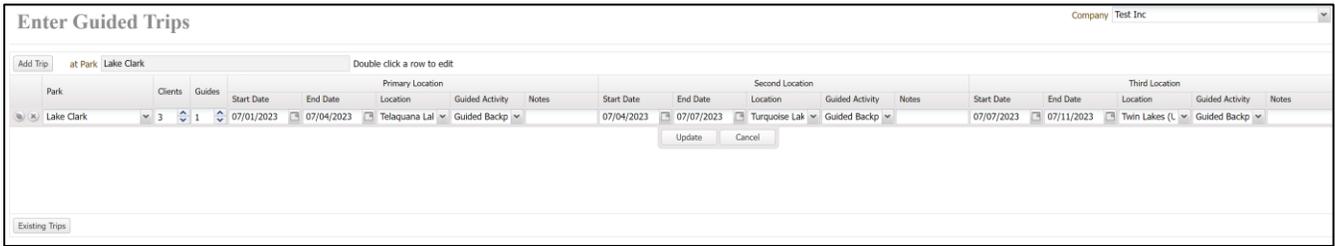
A note on photography: It is understood that incidental photography occurs during most commercial activities. A permit for incidental photography is not required and incidental photography should not be reported. Guided photography however does require a CUA. Guided photography is defined as trips organized with the primary intention of taking photographs in or of the park unit, a photography workshop for example.

Each location section has a notes field. Use the notes field to enter additional information for the location such as campsite or drop off locations, wildlife sightings, feedback on trail conditions, etc. Unless required by park stipulations, the notes field is optional for trips to fewer than four locations (VUAs). Refer to the section below for guidance on entering guided trips to more than three visitor use areas.

On each row, up to three locations can be reported for each guided trip. If visiting multiple locations on the same day (one-day trip), use the sections labeled Primary Location, Second Location, and Third Location (if needed) to record your locations and activities. For a one-day trip, enter the same start and end date in each date field.

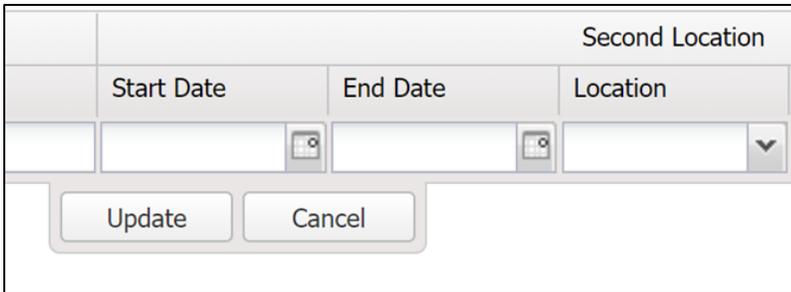
If visiting multiple locations on a multi-day trip (two or more days), enter the first and last day at the first location as the Primary Location start and end date, then enter the first and last day at the Second Location along with the second location and activity (Figure 8). Follow the same process if a third location was visited. The end date for the last location entered will be the last day of your trip to the park. For example,

figure 8 shows a group that was in the park from 7/1 to 7/11. The three locations show the group’s route through the park during that time.



**Figure 8.** Entering a multi-location multi-day trip on the enter guided trips page.

When finished entering details for a trip, click Update (Figure 9).



**Figure 9.** The Update and Cancel buttons display below a trip in edit mode.

If you need to edit the data after you select update, double click on the trip and the row will switch to the edit mode shown in figures 7 and 8.

### Entering Guided Trips to More than Three Visitor Use Areas

If your group travels to/through more than three Visitor Use Areas on one trip, enter your trip on two or more rows. Use the three available location sections on the first row then start a new row. In the new row, enter the first date at the fourth location as the Primary Location start date. Continue entering additional location and activity data from left to right as needed. To link the two rows as one trip, use the Primary Location Notes field. In the first row, enter *Trip A, Leg 1* in the Primary Location Notes field. In the second row, enter *Trip A, Leg 2* in the Primary Location Notes field (Figure 10). If you have more than one trip that has more than three locations, follow the same naming convention in the Primary Location Notes field for each row i.e., *Trip B, Leg 1. Trip B, Leg 2. Trip C, Leg 1, etc.*

## Enter Guided Trips

Add Trip    at Park     Double click a row to edit

	Park	Clients	Guides	Primary Location				
				Start Date	End Date	Location	Guided Activity	Notes
 	Lake Clark	3	1	07/12/2023	07/18/2023	Fishtrap Lake	Guided Backp...	Trip A, Leg 2

**Figure 10.** Use the Primary Location Note field to link trips with more than three locations.

### Copying or Deleting Trips

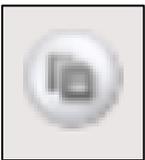
After selecting update (when a trip is not in edit mode), a record can be deleted or copied using the icons to the left of the row (Figure 11). You may need to scroll left to see the icons. Use the left icon to copy the row of data. The X icon on the right will delete it. The copy tool is useful if your business conducts similar trips. You can copy a trip and then change applicable details such as the date or group size without needing to populate each field. When you select copy, the trip will duplicate and be shown in edit mode. Make the necessary changes then select update.

## Enter Guided Trips

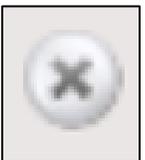
Add Trip    at Park     Double click a row to edit

	Park	Clients	Guides	Primary Location				
				Start Date	End Date	Location	Guided Activity	Note
 	Lake Clark	3	1	08/15/2022	08/17/2022	Telaquana Lake	Guided Backpac...	

**Figure 11.** Copy or delete a trip on the enter guided trips page.



Select this icon to copy a row. The new row will be shown in edit mode.



Select this icon to delete a row.

To review the trips you've entered, select the Existing Trips button in the bottom left below the scroll bar (Figure 8 above). You will land on the Existing Trips page. The guided trips you have entered will be displayed on the top portion of the page.

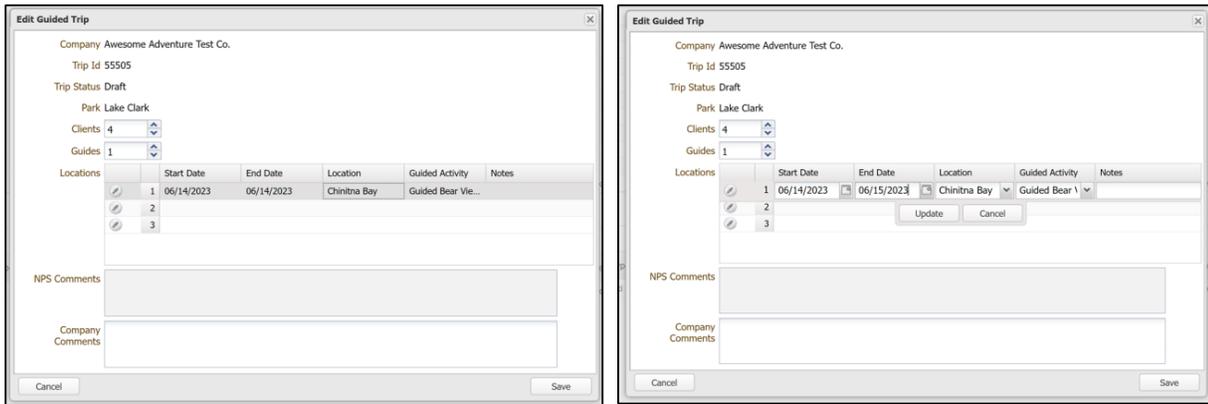
You can filter the trips shown here by park, report status (draft, submitted, accepted, unresolved), and/or date (Figure 12). Click on the drop-down arrow to the right of the field or start typing in the field to alphabetically filter the list. To clear a filter, select and delete the filter word.

Most searchable and editable fields in VURn filter when you start typing in the field. To un-filter a list, select and delete the filter word. The original drop-down list will reappear.

The screenshot shows the 'Edit Existing Trips' page. At the top, there is a navigation bar with the following items: Home, Enter Trips, Monthly Summary, Existing Trips, Import Trips, Reports, My Profile, and Quick To. Below the navigation bar, the page title is 'Edit Existing Trips' and the company name is 'Test Inc'. The main content area is divided into two sections: 'Guided Trips' and 'Unguided Trips'. The 'Guided Trips' section has a filter bar with 'All Parks' and 'All Statuses' dropdowns, and date range filters for 'Start from' (01/01/2023) and 'to' (12/31/2023). Below the filter bar is a table with the following columns: Id, Status, Park, Clients, Guides, Trip Start, Primary Location, Guided Activity, NPS Comments, and Company Comments. The table contains one row with the following data: Id: 54400, Status: Draft, Park: Gates of the Arctic, Clients: 1, Guides: 1, Trip Start: 02/21/2023, Primary Location: Anaktuvuk Pass, Guided Activity: Guided Backpacking. The 'Unguided Trips' section has a similar filter bar with 'All Parks' and 'All Statuses' dropdowns, and date range filters for 'Date from' (01/01/2023) and 'to' (12/31/2023). Below the filter bar is a table with the following columns: Id, Status, Park, Trip Type, Drop Off or Pick Up, Date, Clients, Latitude (DDD MM.MMMM), Longitude (DDD MM.MMMM), Specific Location (VUA), Client Activity, and NPS Comments. The table is empty, and the text 'No Unguided Trips found' is displayed below it.

**Figure 12.** Edit or Review Existing Trips.

Entered trips are initially shown in draft mode (Figure 12 above). Click on the pencil icon to see the details of the trip. The Edit Guided Trip popup (Figure 13) will appear. You can edit the client or guide numbers here using the arrow buttons to the right of the field or by typing in the field. You can edit the trip dates, locations, and activities by selecting the row's pencil icon or by double clicking on the row you want to edit. After completing your edit to a row, select update (right side - Figure 13) or use the enter key on your keyboard to leave edit mode. The edit will be shown but you must click the Save button in the bottom right of the popup to keep the change.



**Figure 13.** Edit Guided Trips popup from Review Existing Trips page. Double click to edit a row. Select Update to adopt the change. Select Save to save the changed record.

Once you have entered your trips and reviewed your entries for accuracy, you are ready to submit. Refer to the *Submit Trips* section for detailed information.

### Enter Unguided Trips

To enter unguided trips to the park(s), select Enter Trips from the green menu bar. If you hover over the button, two options will be displayed, Guided Trips and Unguided Trips. You can also click on the Enter Trips menu item, and you will be directed to a page with the same two options.

Select Unguided Trips if you provided transportation only and your staff did not accompany clients in the park(s). For example, trips conducted as an air taxi (the pilot stayed with the plane), shuttle service, water taxi, etc. will be entered on this page. See definitions section in this document for more information.

Select Add Trip to enter a new trip (Figure 14). In the park column, click on the arrow to the right of the blank to select the park unit. The drop-down list will show the park units in which your company is currently an authorized CUA holder.



**Figure 14.** Enter Unguided Trips page.

Select the park (Figure 15) then continue to fill in the fields from **left to right**. The Unguided Trip Type and Specific Location (VUA) drop-downs are unique to each park. **Fill in the field to the left to populate the drop-down to the right**. When entering trip data, you can use your cursor or the tab key on your keyboard to move to the next field.

In the trip date field, you can use the calendar icon to the right of the field to select the date or you can type the date in the field. If you type the month and day, the system will populate the current calendar year.

Most searchable and editable fields in VURn filter when you start typing in the field. Even fields with a drop-down list will alphabetically filter when you type in the field. To un-filter a list, select and delete the filter word. The original drop-down list will reappear.

**Figure 15.** Fields to enter trip details on the enter unguided trips page.

The Unguided Trip Type drop-down lists the approved unguided commercial activities in the selected park unit. Select the unguided activity/trip type your company provided for the trip you are entering. This should also be the primary (main) service you provided or were engaged on that trip to the park.

Some park units require GPS coordinates for certain commercial activities. If GPS coordinates are required, the data fields will be outlined in red. Refer to your park-specific permit conditions for detailed reporting requirements. If required, enter coordinates accurate to within ¼ mile of your landing location using the format example in the column headers. Latitude (DD MM.MMMM) Longitude (DDD MM.MMMM). You can type the coordinates in the latitude and longitude fields, or you can copy and paste the data from another file or program. To copy from another file or application, highlight the text you want to copy then press Ctrl + C (Windows) or Command + C (Mac) to copy the text to your clipboard. Move your cursor to the VURn field where you want the copied content to appear then press Ctrl + V (Windows) or Command + V (Mac) to paste.

The Specific Location (VUA) drop-down lists the Visitor Use Areas (VUAs) in the selected park unit. Select one of the available locations listed. Refer to the park’s VUA map via the Help link or send questions using the Contact Us link.

The Client Activity drop-down lists activities your unguided clients/park visitors may engage in on their own. Select from the following: Backpacking/Hiking, Inholder Access, Mountaineering, Other, Photography\*, Sport Hunting, Sportfishing, Visitor Center, Water-based Activities, Wildlife Viewing, Winter Recreation. \*Enter Photography if your clients were on a sightseeing or Park Passport stamp collecting trip.

***Incidental Hunt and Big Game Transporters***

The last four columns in each row are only applicable to incidental hunt and big game transporters. When Incidental Hunt or Big Game Transport is selected as the unguided trip type, the last four fields of the row are required in VURn.

If you transported game, enter the game species followed by M for male or F for female. For example, ‘Sheep M’ or ‘Moose F’. If you transported more than one game animal, separate each animal (species and sex) with a comma. For example, ‘Sheep M, Moose F, Caribou M’. Because the fields are required in VURn, if you did not transport game (i.e., your trip was a drop off or the transported hunters were unsuccessful), enter X in both the Game Species & Sex field and the Estimated Pounds field.

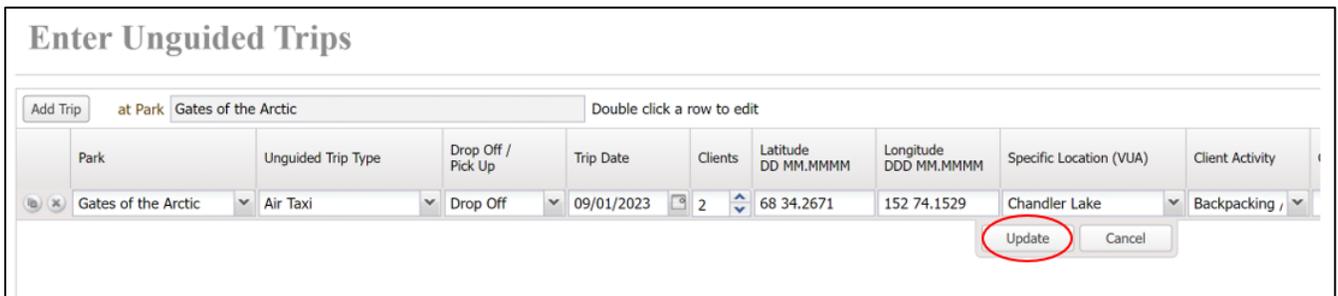
In the Aircraft Tail Number field, incidental hunt and big game transporters must enter the tail number of the aircraft used on the trip.

In the Alaska Transporter Report Number field, enter X if you are an incidental hunt transporter, or enter the applicable State of Alaska Big Game Commercial Services Board Transporter Activity Report Number (circled below in Figure 16) if you are a big game transporter. Enter the Transporter Activity Report Number for all trips, both drop offs and pick ups, associated with the State of Alaska report.



**Figure 16.** State of Alaska Big Game Commercial Services Board Transporter Activity Report (TAR).

When finished entering details for a trip, click Update. If you need to edit the data after you select update, double click on the trip row. The trip information will switch to the edit mode shown in figures 15 and 17.



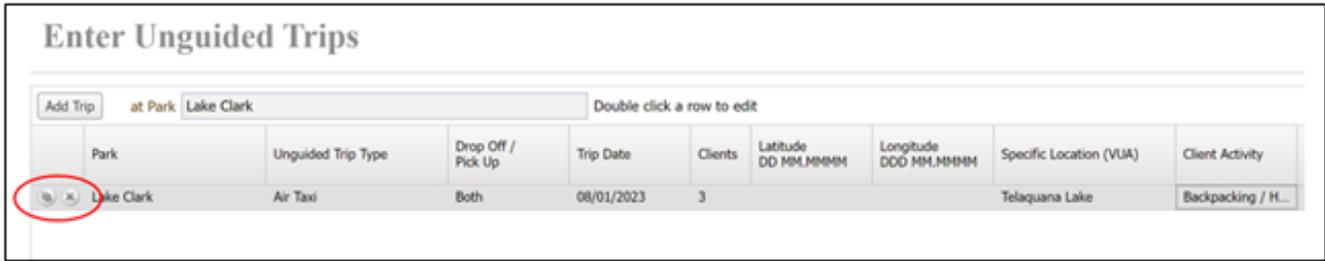
**Figure 17.** The Update and Cancel buttons display below a trip in edit mode. Select Update to save the record and close edit mode.

### Copying or Deleting Trips

A trip can be deleted or copied when the row is not in edit mode (Figure 18). Use the left icon to copy the row of data. The X icon on the right will delete it. You may need to scroll left to see the icons.

The copy tool is useful if your business conducts similar trips or if you conducted a drop off and separate pick up with similar data. You can copy a trip and then change applicable details such as the date, location,

or group size without needing to populate each field. When you select the copy button, the trip will duplicate and be shown in edit mode. Make the necessary changes then select update.

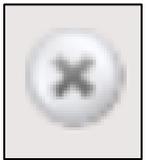


Park	Unguided Trip Type	Drop Off / Pick Up	Trip Date	Clients	Latitude DD MM,MMMM	Longitude DDD MM,MMMM	Specific Location (VUA)	Client Activity
Lake Clark	Air Taxi	Both	08/01/2023	3			Telaquana Lake	Backpacking / H...

**Figure 18.** Copy or delete a trip on the Enter Unguided Trips page.



Select this icon to copy a row. The new row will be shown in edit mode.



Select this icon to delete a row.

### Existing Trips — Review Entered Trips

When finished entering trips or for a different view of the data you've entered, navigate to the Existing Trips page. You can get to the Existing Trips page using the green menu bar (Figure 12) or by selecting the Existing Trips button in the bottom left of the Enter Unguided Trips page (Figure 17). Once you land on the Existing Trips page, the unguided trips you have entered will be displayed on the lower section of the page.

You can filter the trips shown here by park, report status (draft, submitted, accepted, unresolved), and/or date (Figure 19). Click on the drop-down arrow to the right of the field or start typing in the field to alphabetically filter the list. To clear a filter, select and delete the filter word.

Most searchable and editable fields in VURn filter when you start typing in the field. To un-filter a list, select and delete the filter word. The original drop-down list will reappear.

Edit Existing Trips											
										Company Test Test	
Guided Trips											
Filter	All Parks	All Statuses	Start from 01/01/2023 to 12/31/2023								
Id	Status	Park	Clients	Guides	Trip Start	Primary Location	Guided Activity	NPS Comments	Company Comments		
54418	Unresolved	Lake Clark	5	1	01/01/2023	Chinitna Bay	Guided Bear Viewing	Please review the trip dates and update as needed.			
Unguided Trips											
Filter	All Parks	All Statuses	Date from 01/01/2023 to 12/31/2023								
Id	Status	Park	Trip Type	Drop Off or Pick Up	Date	Clients	Latitude DDD MM.MMMM	Longitude DDD MM.MMMM	Specific Location (VUA)	Client Activity	NPS Comments
8298	Draft	Lake Clark	Air Taxi	Both	08/01/2023	3			Telaquana Lake	Backpacking / H...	

**Figure 19.** Review or Edit Existing Trips.

Entered trips are initially shown in draft mode (lower section - Figure 19). Click on the pencil icon (circle button on far left) to see the details of the trip. The Edit Unguided Trip popup (Figure 20) will appear. You can edit trip details here if needed. After completing your edit, select Save. Select Cancel if no changes are needed.

**Edit Unguided Trip**

Company Test Test

Trip Id 8298

Trip Status Draft

Park Lake Clark

Unguided Trip Type

Drop Off / Pick Up

Trip Date

Clients

Latitude  Longitude

Specific Location (VUA)

Client Activity

---

Game Species & Sex

Est. Pounds

Aircraft Tail Number

Alaska Transporter Report Number

---

NPS Comments

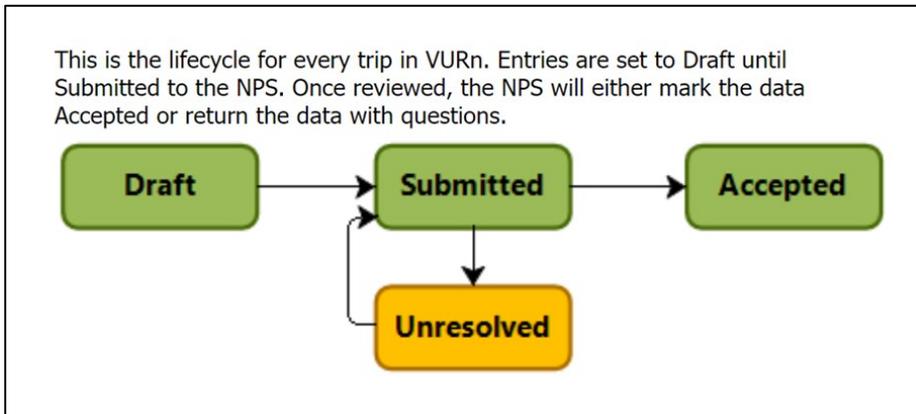
Company Comments

**Figure 20.** Edit Unguided Trip popup from Existing Trips page.

Once you have entered your trips and reviewed your entries for accuracy, you are ready to submit. Continue to the *Submit Trips* section for detailed information.

## Submit Trips

This section is applicable to Guided Trips and Unguided Trips. Once you have entered your trips in VURn and reviewed your entries for accuracy, you are ready to submit and continue the next phase in the VURn trip lifecycle (Figure 21).



**Figure 21.** Trip lifecycle in VURn.

To submit all entered trips to the NPS, select the Monthly Summary page from the green menu bar. Filter the summary by the correct calendar year at the top of the report. The summary will display your entered trips by park and month (Figure 22). Check the **Did Not Operate** box(es) for any months you did not operate in a particular park unit. You will not be able to submit your final activity report if you have parks listed on the summary page without either saved trips or the Did Not Operate box selected.

Park	Saved Trips	Total Number of Clients	Did Not Operate
<b>January 2023</b>			
Gates of the Arctic			<input checked="" type="checkbox"/>
Kenai Fjords			<input checked="" type="checkbox"/>
Lake Clark			<input checked="" type="checkbox"/>
<b>February 2023</b>			
Gates of the Arctic	1	1	<input type="checkbox"/>
Kenai Fjords			<input checked="" type="checkbox"/>
Lake Clark			<input checked="" type="checkbox"/>
<b>March 2023</b>			
Gates of the Arctic			<input checked="" type="checkbox"/>
Kenai Fjords			<input checked="" type="checkbox"/>
Lake Clark			<input checked="" type="checkbox"/>

**Figure 22.** Monthly Summary page.

You are ready to submit your final activity report when:

1. You have entered all the commercial trips you took under your CUA in/to National Park Service units in Alaska.
2. You reviewed the entered trips for accuracy on the Existing Trips page.
3. On the Monthly Summary page, you checked Did Not Operate for each month you did not operate under your CUA in one of your permitted park units.

Note: If you **Did Not Operate** under your CUA at all, check the Did Not Operate boxes for each month then select Submit Final Activity Report. See Did Not Operate section for more detail.

To submit, select the Submit Final Activity Report button. A Submission Confirmation popup will appear. After reviewing the text, select Submit. A popup box will confirm submission and show the number of guided and unguided trips submitted to the NPS for review. You will also receive an email confirming your submission. If you operated in one or more park units with end of season fees, refer to the fee sections below for information on accessing the fee report for your CUA and submitting fee payments to the NPS.

### Unresolved Trips — Resubmitting Individual Trips to the NPS

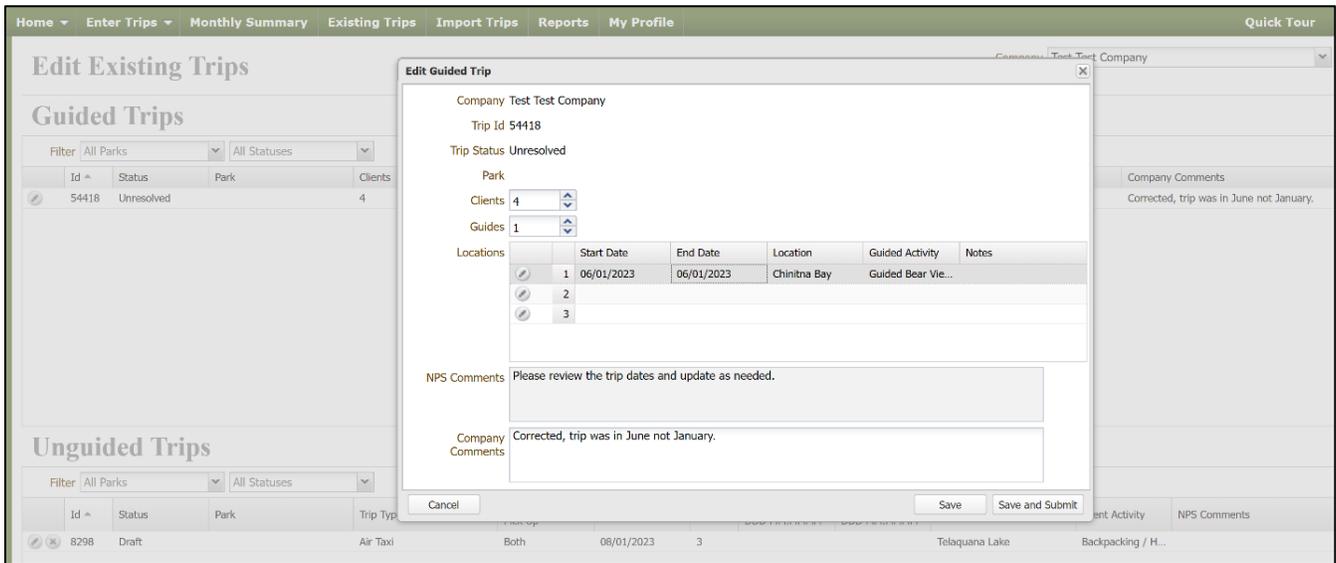
If the NPS has questions or identifies an issue with a submitted trip, the NPS will change the trip status to Unresolved. Unresolved trips, returned from the NPS, will include comments to help you resolve and resubmit the trip.

CUA holders will be notified via email if they have one or more unresolved trips to review in VURn. To view unresolved trips, navigate to the Existing Trips page (Figure 23). Filter the list using the filter fields or sort by clicking on the light grey column header bar.

Edit Existing Trips										Company
										Awesome Adventure Test Co.
Guided Trips										
Filter	All Parks	All Statuses			Start from	01/01/2023	to	12/31/2023		
	Id	Status	Park	Clients	Guides	Trip Start	Primary Location	Guided Activity	NPS Comments	Company Comm
	54681	Unresolved	Lake Clark	3	1	02/01/2023	Chinitna Bay	Guided Bear Viewing	Duplicate entry	
	54679	Accepted	Klondike Gold Rush	2	1	01/01/2023	Chilkoot Trail (first 2 ...	Guided Hiking		
	54680	Accepted	Klondike Gold Rush	2	1	01/02/2023	Dyea Townsite	Guided Bicycle Tours		
	54682	Accepted	Gates of the Arctic	4	1	03/01/2023	Anaktuvuk Pass	Guided Backpacking		
	54683	Accepted	Lake Clark	3	1	02/01/2023	Chinitna Bay	Guided Bear Viewing		
	54684	Submitted	Lake Clark	2	1	05/01/2023	Chinitna Bay	Guided Bear Viewing		
	54948	Submitted	Lake Clark	3	1	02/15/2023	Shelter Creek	Guided Bear Viewing		
	54949	Submitted	Lake Clark	1	1	02/17/2023	Fishtrap Lake	Boating Trips		
	54950	Submitted	Lake Clark	1	1	02/14/2023	Chilkadrotna River	Underwater Wildlife ...		
	54951	Submitted	Lake Clark	1	1	02/16/2023	Chinitna Bay	Boating Trips		

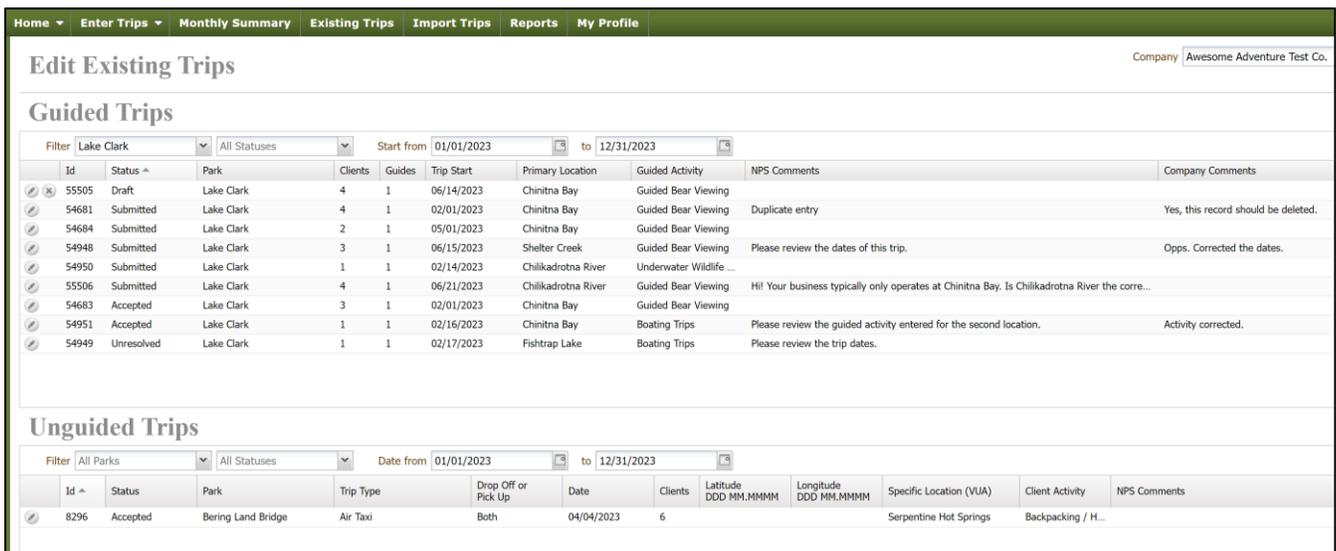
**Figure 23.** Existing Trips page. Trip records sorted by the Status column using grey menu bar headers.

Review the NPS comments to the right of the trip details then select the pencil icon, to the left of the Unresolved trip record, to enter comments for the NPS and/or to edit the trip details. The edit trip popup will appear. The Edit Guided Trip popup is shown below in figure 24. If reviewing an unresolved unguided trip, the Edit Unguided Trip popup, figure 20, will be displayed. The following editing process is the same for guided and unguided trips.



**Figure 24.** Edit Guided Trip popup with NPS and Company Comments.

Review the NPS Comments in the popup box. Enter comments in the Company Comments box and/or edit the record as needed using the pencil icons, arrows, or by typing in editable fields. When satisfied with the comments/updates and the accuracy of the trip record, select Save and Submit to return the record to the NPS for review. Select Save if you are not ready to submit the record. Select Cancel to discard your changes. If resubmitted to the NPS, the NPS will review and either change the trip status to Accepted or return the trip to Unresolved as appropriate (Figure 25).



**Figure 25.** Review Existing Trips page with trips in Draft, Submitted, Accepted, and Unresolved status. Trips shown with Company and NPS comments.

## Did Not Operate — No Use

You are required to submit an activity report in VURn even if you have no CUA activity to report for the year. For detailed reporting requirements, see Interior Region 11 — Alaska Regional Conditions at: <https://www.nps.gov/locations/alaska/stipulations.htm>.

If you had a CUA but did not operate under the permit in any National Park Service units in Alaska, check all the displayed Did Not Operate boxes on the Monthly Summary page (Figure 26), then select Submit Final Activity Report.

Park	Saved Trips	Total Number of Clients	Did Not Operate
<b>January 2020</b>			
Gates of the Arctic			<input checked="" type="checkbox"/>
Kenai Fjords			<input checked="" type="checkbox"/>
Lake Clark			<input checked="" type="checkbox"/>
<b>February 2020</b>			
Gates of the Arctic			<input checked="" type="checkbox"/>
Kenai Fjords			<input checked="" type="checkbox"/>
Lake Clark			<input checked="" type="checkbox"/>
<b>March 2020</b>			
Gates of the Arctic			<input checked="" type="checkbox"/>
Kenai Fjords			<input checked="" type="checkbox"/>
Lake Clark			<input checked="" type="checkbox"/>

**Figure 26.** Monthly Summary page. Did Not Operate boxes selected for all available parks.

## End of Season Fees — Monitoring (Per Person) Fees

Park units are required by law to recover the costs associated with administering and managing CUAs. VURn generates a fee summary for park units that charge a per person fee at the end of the season. To review fees due for your CUA, select the Trip Fee Summary Report button on the Monthly Summary page (Figures 22 and 26).

The information displayed on the fee summary report reflects trips Accepted by the NPS (Figure 27). Any Draft, Submitted or Unresolved trips will not be included in the summary. Fees are calculated by multiplying the number of clients by the number of days by the daily park fee, location fee, or activity fee (Clients x Days x Daily Fee).

### Trip Fee Summary



The fees displayed below only reflect the trips Accepted to NPS, any Draft, Submitted or Unresolved trips will not be included in the summary below. Fees are calculated by multiplying the number of clients by the number of days by the Location fee and/or the Activity fee.

Month / Year	Park	Trips	Clients	Fees
January 2023	Klondike Gold Rush	2	3	\$14.00
	<b>Monthly totals and fees due this period</b>	<b>2</b>	<b>3</b>	<b>\$14.00</b>
February 2023	Lake Clark	1	3	\$18.00
	<b>Monthly totals and fees due this period</b>	<b>1</b>	<b>3</b>	<b>\$18.00</b>
March 2023	Gates of the Arctic	1	4	\$0.00
	<b>Monthly totals and fees due this period</b>	<b>1</b>	<b>4</b>	<b>\$0.00</b>
April 2023	Bering Land Bridge	1	6	\$6.00
	<b>Monthly totals and fees due this period</b>	<b>1</b>	<b>6</b>	<b>\$6.00</b>

#### Total 2023 Fees by Park

Park	Trips	Clients	Fees
Bering Land Bridge	1	6	\$6.00
Gates of the Arctic	1	4	\$0.00
Klondike Gold Rush	2	3	\$14.00
Lake Clark	1	3	\$18.00
<b>Totals for 2023</b>	<b>5</b>	<b>16</b>	<b>\$38.00</b>

[Open Pay.Gov](#)

Figure 27. Sample Trip Fee Summary.

The Trip Fee Summary page includes instructions for submitting your fee payment via [pay.gov](#). Use the link provided or navigate to [pay.gov](#) and submit the fee.

#### Other CUA Fees

Other than the per person monitoring fee required by some park units, VURn does not calculate CUA fees. Refer to the annual CUA application, park specific stipulations, and park websites for other fee information. Access or link to those resources via <https://www.nps.gov/locations/alaska/commercial-authorizations.htm>.

## Importing Trips to VURn (via Excel Workbook)

As required by Interior Region 11 — Alaska Commercial Use Authorization Regional Conditions (<https://www.nps.gov/locations/alaska/stips-akr.htm>), CUA holders must report activity in the park(s) using the Visitor Use Reporting system (VURn). CUA holders must meet this requirement either by entering trips in VURn via the Enter Guided Trips or Enter Unguided Trips pages or by using VURn compatible Excel Workbooks and importing the workbooks to VURn. Once all trips have been successfully imported to VURn from one or more Excel Workbooks, follow the guidance in the *Submit Trips* section of this guide to submit your final activity report.

### Downloading the Excel Workbook

To download the Excel Workbook specific to the CUA(s) for your business, click Import Trips in the green menu bar. Select the Download Template button (Figure 28). Your computer/device prompts will direct you to save the Excel file. If you have more than one company linked within your VURn account, use the Company drop-down to select the correct business before downloading the template.

The downloaded Excel Workbook will include drop-down options for all Region 11 park units covered by your current CUA(s)\*. If you have a CUA in more than one park unit, you may use one Excel Workbook to enter data for all the park units in which you operated.

Note: VURn will accept one Excel Workbook for all your permitted park units, as mentioned above, or you can import/upload separate Excel Workbooks for each permitted park unit.

\*VURn generates a unique Excel Workbook for your business based on the park units authorized on your current CUA. If your CUA has expired, the system will not generate the correct workbook. Use the contact us link or email [akr\\_activityreports@nps.gov](mailto:akr_activityreports@nps.gov) if you need assistance.

Home ▾ Enter Trips ▾ Monthly Summary Existing Trips Import Trips Reports

## Import Trips

**Import Template**

You may only upload the NPS CUA Excel template, no other file types will be accepted.  
The template is generated with the Parks, Locations, and Activities for an individual Company.

You can download the latest version here

Company Test Inc ▾ Download Template

Browse for File Browse... Cancel

Finish the Upload Finish

Figure 28. Import Trips page.

## Importing the Excel Workbook

To upload your completed Excel Workbook, click Import Trips in the green menu bar. Select the Browse... button to search for the correct file on your computer/device. Click on the file name to highlight it then select open. The file name will appear in the Browse for File Box. Click the Finish button to upload the file.

If you have more than one company linked within your VURn account, use the Company drop-down (Figure 28) to select the correct business before uploading the workbook.

## Import Troubleshooting

If there are issues with the Excel file, you will see messages below the Finish button (Figure 29). The Excel Workbook row with the error will be listed on the left. The Message to the right of the row number will show the error. Address the errors on the Excel Workbook, save the file, and re-import following the steps above. See *Validation Error Help* for help fixing specific errors.

The screenshot shows the 'Import Trips' interface. At the top, it says 'Import Template' and provides instructions: 'You may only upload the NPS CUA Excel template, no other file types will be accepted. The template is generated with the Parks, Locations, and Activities for an individual Company.' Below this is a 'Company' dropdown menu set to 'Awesome Adventure Test Co.' and a 'Download Template' button. A 'Browse for File' section contains a 'Browse...' button and a 'Cancel' button. Below that is a 'Finish the Upload' section with a 'Finish' button. The file name 'AwesomeAdventure-VURn-KLGO-2022.xlsx' is displayed. A warning message states: 'If validation errors are displayed below, they must be corrected in the file and the file must be re-imported. No records will be imported when validation errors are detected.' Two tables of validation errors are shown: 'Guided Trip Validation Errors' and 'Unguided Trip Validation Errors'.

Guided Trip Validation Errors	
Row	Message
6	Invalid Lookup value for Location
6	Invalid Lookup value for Client Activity
8	Invalid Lookup value for Client Activity

Unguided Trip Validation Errors	
Row	Message
6	Missing Required field: Unguided Trip Type
6	Missing Required field: Drop Off / Pick Up
6	Missing Required field: Trip Date
6	Missing Required field: Specific Location (VUA)
6	Missing Required field: Client Activity

**Figure 29.** Import Trips page. Validation Errors list why the import failed and how to correct the Excel file.

## Validation Error Help

Most validation errors can be corrected by selecting from the available options on the drop-down menus in the Excel Workbook. The database is looking for exact words (location names, activities, etc.). If an entry in a required field is not recognized, the database cannot read the file and the import will fail. If your import fails, review the following list of Excel Workbook Requirements and Validation Error Codes to determine how to correct the issue(s) and successfully import your workbook.

## **Excel Workbook Requirements**

File type must be xlxs.

There are no file name requirements.

The workbook must include both the Guided Trips and Unguided Trips tabs even if one sheet does not include visitor use data.

Row 6 must be the header row on the Guided Trips and Unguided Trips tabs.

The Guided Trips tab header row must include the following column headers in the listed order: Park, Clients, Guides, Primary Start Date, Primary End Date, Primary Location, Primary Guided Activity, Primary Notes, Second Start Date, Second End Date, Second Location, Second Guided Activity, Second Notes, Third Start Date, Third End Date, Third Location, Third Guided Activity, Third Notes.

The Unguided Trips tab header row must include the following column headers in the listed order: Park, Unguided Trip Type, Drop Off / Pick Up, Trip Date, Clients, Latitude, Longitude, Specific Location (VUA), Client Activity, Game Species and Sex, Est. Pounds, Aircraft Tail Number, Alaska Transporter Report Number.

## **Validation Error Codes**

### **Guided Trip Validation Errors:**

Invalid Lookup Value for Park – *An entry is not recognized. In column A (park), on the identified row, select one of the available drop-down menu options.*

Invalid Lookup Value for Location – *An entry is not recognized. In column F (primary location), on the identified row, select one of the available drop-down menu options.*

Invalid Lookup Value for Primary Activity – *An entry is not recognized. In column G (primary activity), on the identified row, select one of the available drop-down menu options.*

Could not find Header Row on 'Guided Trips' tab – *Row 6 must include the Guided Trips column headers listed in the Excel Workbook Requirement Section above.*

Missing Required Field: xxx – *Row 6 must include the Guided Trips column headers listed in the Excel Workbook Requirement Section above.*

Could not find tab 'Guided Trips' in Import File. – *The workbook must include both the 'Guided Trips' tab and 'Unguided Trips' tab even if one tab does not include visitor use data.*

### **Unguided Trip Validation Errors:**

Invalid Lookup Value for Park – *An entry is not recognized. In column A (park), on the identified row, select one of the available drop-down menu options.*

Invalid Lookup Value for Unguided Trip Type – *An entry is not recognized. In column B (unguided trip type), on the identified row, select one of the available drop-down menu options.*

Invalid Lookup Value for Drop Off / Pick Up – *An entry is not recognized. In column C (drop off / pick up), on the identified row, select one of the available drop-down menu options.*

Invalid Lookup Value for Specific Location – *An entry is not recognized. In column H (specific location-VUA), on the identified row, select one of the available drop-down menu options.*

Invalid Lookup Value for Client Activity – *An entry is not recognized. In column I (client activity), on the identified row, select one of the available drop-down menu options.*

Could not find Header Row on ‘Unguided Trips’ tab – *Row 6 must include the Unguided Trips column headers listed in the Excel Workbook Requirement section above.*

Missing Required Field: xxx – *Row 6 must include the Unguided Trips column headers listed in the Excel Workbook Requirement section above.*

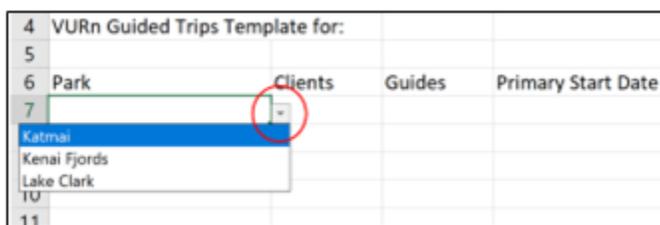
Could not find tab 'Unguided Trips' in Import File. – *The workbook must include both the 'Guided Trips' tab and 'Unguided Trips' tab even if one tab does not include visitor use data.*

### Excel Workbook Instructions

Follow the instructions in this section to properly enter trip data in the Excel Workbook. You will not be able to import your trips (Excel Workbook) to VURn if you do not enter data in the workbook correctly. Follow the *Download Excel Workbook* instructions above to download the workbook specific to your CUA.

Each VURn workbook has a Guided Trips (guided hiking, guided kayaking, etc.) tab and an Unguided Trips (air taxi, shuttle service, etc.) tab. On either tab, the workbook specific to your business will have a drop-down list of parks in column A. The parks authorized on your CUA will be available in each column A cell below row 6. Row 6 is the header row. Do not edit the header row or the file import will fail.

To enter a trip, select a park unit in column A by clicking on a cell in column A below row 6. When you click on a cell, a square with an upside-down triangle will appear if there is a drop-down menu. Click on the upside-down triangle to view the drop-down menu (Figure 30). The menu of available parks will appear. Click on the correct park for the trip you are entering in the row. **Each trip to the park must be reported on a separate row unless otherwise noted in the park-specific permit stipulations.**



**Figure 30.** Selected Excel cell with available drop-down menu.

Once you select the correct park for the trip you are entering in the row, continue to fill in the cells from **left to right**. The location and activity columns have drop-downs menus specific to each park. In each row, when you fill in the cell on the left, the drop-down menu in the cell to the right will populate with options specific to that park or location. For example, when entering a Guided Trip, if you select Kenai Fjords from the drop-

down menu in column A (park), only locations in Kenai Fjords will populate in the column F (location) drop-down menu.

Continue filling in your trip details from left to right, selecting drop-down menu options as available. NOTE: Once one of the drop-down options is selected, you can copy and paste the text into different cells. The Excel Workbooks have drop-down menus for the following columns:

Guided Trips tab (Figure 31): Park, Primary Location, Primary Guided Activity, Second Location, Second Guided Activity, Third Location, Third Guided Activity.

Unguided Trips tab (Figure 32): Park, Unguided Trip Type, Drop Off/ Pick Up, Specific Location (VUA), Client Activity.

**Guided Trips Tab**

6	Park	Clients	Guides	Primary Start Date	Primary End Date	Primary Location	Primary Guided Activity	Primary Notes
7	Sitka	2	1	3/5/2022	3/5/2022	Totem Trail System	Guided Hiking	
8	Sitka	4	1	3/15/2022	3/15/2022	Totem Trail System	Guided Hiking	
9	Sitka	9	1	4/1/2022	4/1/2022	Totem Trail System	Guided Hiking	
10	Sitka	4	1	4/7/2022	4/7/2022	Totem Trail System	Guided Hiking	
11	Sitka	7	1	6/5/2022	6/6/2022	Totem Trail System	Guided Hiking	
12	Sitka	3	1	6/7/2022	6/7/2022	Totem Trail System	Guided Hiking	
13	Sitka	2	1	6/8/2022	6/8/2022	Totem Trail System	Guided Hiking	

**Figure 31.** Excel rows showing sample day trip data at one location.

Guided Trips Column Headers (Columns A – H)

**Park** — Select the park unit from drop-down menu

**Clients** — Enter the numerical number of clients

**Guides** — Enter the numerical number of guides, employees, staff

**Primary Start Date** — First day at the Primary Location

**Primary End Date** — Last day at the Primary Location. For a one-day trip, the primary start date and primary end date will be the same date.

**Primary Location** — Location (Visitor Use Area) visited. Use the drop-down menu to select from the available list of Visitor Use Areas (VUAs).

**Primary Guided Activity** — Commercial activity at your Primary Location. Use the drop-down menu to select from the approved commercial activities at the selected park and location. The activity you list should match one of the commercial activities authorized on your CUA for that park unit. If engaged in more than one activity, select the main activity or primary reason you and your clients visited the park on that trip.

**Primary Notes** — Enter notes for the Primary Location such as campsite or drop off locations, feedback on trail conditions, etc. Unless required by park stipulations, the notes field is optional for trips to fewer than four locations (VUAs).

If all your activity on a trip was in one location (VUA), leave the remaining columns (I – R) blank. Continue to the next row to enter a new trip.

Multi-Location or Multi-Activity Trips (Visits to More Than One Location on a Trip)

The guided trips tab has multiple columns to capture more than one location or activity, if applicable.

Entering data from left to right, you’ll log your route in the park by reporting the first and last days you were in each location. The dates of your entire trip will be captured between the Primary Start Date (the first day of the entire trip) and the Second End Date (the last day of the entire trip) or Third End Date (if you visited 3 locations).

To enter a multi-location or multi-activity trip, enter the first day of your trip as the Primary Start Date. The Primary End Date will be your last day at the Primary Location.

Next enter the Primary Location and then Primary Guided Activity. Enter the first day at the second location next as the Second Start Date. The last day at that location should be entered as the Second End Date. If you only visited two locations, the last day of your entire trip to the park unit will be the Second End Date. If you visited another location, continue entering data to the right following the pattern used for the first and second locations. For a three-location trip, your last day in the park would be entered as the Third End Date.

The following example (Figure 32) shows how you would enter a trip if your group traveled through two Visitor Use Areas on one visit to the park. As shown in the example, the first day of your trip is entered as the Primary Start Date while the last day of your entire trip to the park unit is entered as the Second End Date. The row of data shows your route on that trip through the park.

4	VURn Guided Trips Template for: Awesome Adventure Co.											
5												
6	Park	Clients	Guides	Primary Start Date	Primary End Date	Primary Location	Primary Guided Activity	Primary Notes	Second Start Date	Second End Date	Second Location	Second Guided Activity
7	Gates of the Arctic	2	1	5/1/2023	5/4/2023	Arrigetch Peaks	Guided Backpacking		5/4/2023	5/7/2023	Walker Lake	Guided Backpacking
8	Gates of the Arctic	6	2	6/14/2023	6/15/2023	Noatak River - Upper	Boating Trips		6/15/2023	6/18/2023	Noatak River - Lower	Boating Trips
9	Gates of the Arctic	6	2	7/4/2023	7/7/2023	Anaktuvuk Pass	Guided Backpacking		7/7/2023	7/10/2023	Koyukuk River - Upper North Fork	Boating Trips
10												
11												

**Figure 32.** Guided Trips tab. Rows showing two of the three available location and activity column sets.

Guided Trips Column Headers — Second and Third Locations (Columns I – R)

**Second Start Date** — First day in Second Location

**Second End Date** — Last day in Second Location

**Second Location** — Second Location (Visitor Use Area) visited

**Second Guided Activity** — Commercial activity at Second Location

**Second Notes** — Enter notes for Second Location

**Third Start Date** — First day in Third Location

**Third End Date** — Last day in Third Location

**Third Location** — Third Location (Visitor Use Area) visited

**Third Guided Activity** — Commercial activity at Third Location

**Third Notes** — Enter notes for Third Location

***Unguided Trips Tab***

4	VURn Unguided Trips Template for: Awesome Adventure Tour Co.								
5									
6	Park	Unguided Trip Type	Drop Off / Pick Up	Trip Date	Clients	Latitude	Longitude	Specific Location (VUA)	Client Activity
7	Klondike Gold Rush	Shuttle Service	Both	5/27/2023	5			Dyea Townsite	Photography
8	Klondike Gold Rush	Shuttle Service	Pick Up	5/28/2023	2			Chilkoot Trail Parking Lot	Backpacking / Hiking
9	Klondike Gold Rush	Shuttle Service	Drop Off	5/29/2023	1			Chilkoot Trail Parking Lot	Backpacking / Hiking
10									
11									

**Figure 33.** Unguided trips tab.

Unguided Trips Column Headers (Columns A – I)

**Park** — Select the park unit from drop-down menu.

**Unguided Trip Type** — Select the trip type from the drop-down menu (air taxi, big game transporter, water taxi, shuttle service, etc.).

**Drop Off / Pick Up** — Select pick up, drop off, or both from drop-down menu.

**Trip Date** — Enter the trip date.

**Clients** — Enter the number of clients.

**Latitude (DD MM.MMMM)** — Enter latitude to within ¼ mile of landing location. Not required in all park units or for all activities. See park-specific stipulations for detailed requirements.

**Longitude (DDD MM.MMMM)** — Enter longitude to within ¼ mile of landing location. Not required in all park units or for all activities. See park-specific stipulations for detailed requirements.

**Specific Location (VUA)** — Select the Visitor Use Area (VUA) from the drop-down menu. See park VUA map available via the Help link.

**Client Activity** — From the drop-down menu, select the unguided activity your clients were engaged in during their visit to the park unit.

Backpacking / Hiking

In-holder Access

Mountaineering

Other

Photography

Sport Fishing

Sport Hunting

Visitor Center

Water-based Activities

Wildlife Viewing

## Winter Recreation

### Unguided Trips Column Headers (Columns J – M)

#### ***Big Game and Incidental Hunt Transporters complete the following columns:***

The last four columns in each row are only applicable to incidental hunt and big game transporters. If required by park-specific stipulations, when Incidental Hunt or Big Game Transport is selected as the unguided trip type, enter data in the last four columns of the row to successfully import the workbook to VURn.

**Game Species and Sex** — Enter the transported species and sex (M for Male, F for Female). If entering information for more than one animal, separate the animals with a comma (e.g., Sheep M, Moose F, Brown Bear M).

**Est. Pounds** — Enter the approximate weight of the transported game.

**Aircraft Tail Number** — Enter the tail number of the aircraft used on the trip.

**Alaska Transporter Activity Report Number** — Big game transporters only. Enter the corresponding State of Alaska Big Game Commercial Services Board Transporter Report Number. Enter the report number for all trips, both drop offs and pick ups, associated with the State of Alaska report (Figure 16). Enter X if the selected trip type is incidental hunt transport.

Because the transporter fields are required for big game and incidental hunt transporters in some park units, you'll need to enter an X in required but not applicable fields. For instance, if you did not transport game (i.e., your trip was a drop off or the transported hunters were unsuccessful), enter X in both the Game Species & Sex field and the Estimated Pounds field. See park-specific stipulations for detailed reporting requirements.

## Definitions

**Trip** — A commercial visit to a park unit. Each time your business enters and leaves a park unit it is considered one trip.

**Day Trip** — One calendar day.

**Multi-day Trip** — Two or more days in a park unit.

**Draft Trip** — Trip record not submitted to the NPS. Draft trips can be deleted. See figure 21 — trip lifecycle.

**Submitted Trip** — Trip record submitted to the NPS. See figure 21 — trip lifecycle.

**Unresolved Trip** — Submitted trip record returned by the NPS to the CUA holder. Unresolved trips are returned the CUA holder with comments from the NPS. The CUA holder can edit the record, enter comments, and resubmit the trip to the NPS. See figure 21 — trip lifecycle.

**Accepted Trip** — Trip record reviewed and accepted by the NPS. See figure 21 — trip lifecycle.

**Guided Trip** — Commercial visit to a park unit when a client/visitor is accompanied by CUA holder staff.

**Unguided Trip** — Commercial visit to a park unit when a client/visitor is not accompanied by CUA holder staff. The client/visitor is dropped off or picked up in the park unit.

**Training-Orientation Trip** — Commercial visit to a park unit for the purpose of training or orientating staff. Trip members include CUA holder staff only. Training-Orientation Trips shall be reported in VURn. For parks with per person monitoring fees, no fees will be assessed since fees are only required for commercial visits with clients/visitors.

**Visitor Use Area (VUA)** — Reporting zones unique to each park unit. Visitor Use Area maps are available via the Help page.

## Frequently Asked Questions

### **I am the owner or authorized agent for more than one CUA. Can I create one VURn account to manage all my companies?**

*Yes. To use one VURn account for multiple CUAs, use the same email address on your CUA application for each business. The NPS will use the email address to link your businesses in VURn.*

*Once your VURn account is set up, on each VURn page you will need to select the business for which you are entering data. On most VURn screens, the Company selection field is in the upper right below the green menu bar (Figure 8). On the Import Trips page, use the drop-down to select the company for which you are importing data (Figure 28).*

### **Should I report training or orientation trips?**

*Yes, training or orientation trips as defined above, shall be reported in VURn. Unless clients accompany the trip, no fees will be assessed.*

### **I did not fly clients but flew supplies/trash/etc. in or out of the park. Do I need to report those trips?**

*Yes, a CUA is required for that activity so that activity must be reported in VURn. If operating in a park unit with per person fees, no fees will be assessed if you do not fly clients.*

### **I brought my family to the park; do I need to report the visit?**

*No, you should not report non-commercial visits with family or friends who have not/will not be paying/compensating your business. A CUA is not required for non-commercial visits.*

### **I used the Excel Workbook to import my trips to VURn. Am I Done? What do I do next?**

*After you successfully import your Excel Workbook to VURn, follow the guidance in the Submit Trips section of this guide to review your imported trips and submit your final activity report to the NPS.*

### **Can I enter some trips in VURn using the Enter Trips pages and import other trips using the Excel Workbook?**

*Yes, you may report trips by entering trips on the Enter Trips pages, by importing your Excel Workbook to VURn, or by using a combination of the two methods.*

### **Do I owe end of season fees?**

*Maybe. VURn calculates end of season fees for park units that charge a per person fee. Not all park units have a per person fee. Refer to the park-specific permit stipulations for park fee details. If you operated in a park that charges a per person fee, follow instructions in the End of Season Fees — Monitoring (Per Person) Fees section of this guide to access your fees and link to pay.gov.*

### **Why doesn't my Fee Summary Report show all my entered trips?**

*The fees displayed on the fee summary report ONLY show fees for the trips Accepted by the NPS. Any Draft, Submitted or Unresolved trips will not be included in the fee summary report.*

**Do I have to use pay.gov to pay end of season per person fees?**

*Yes.*

**When are the reports for my CUA due?**

*Reporting deadlines are outlined in the permit conditions. Refer to the CUA conditions and stipulations (<https://www.nps.gov/locations/alaska/stipulations.htm>) for VURn specific reporting deadlines.*

**What happens if I miss the reporting deadline or do not finalize my activity reports in VURn?**

*Reporting requirements are permit conditions. Failure to comply with the provisions and conditions of the CUA, including national, regional, and park-specific conditions is a permit violation as defined by the CUA Suspension, Restriction, Revocation, and Denial Policy (<https://www.nps.gov/locations/alaska/revo.htm>). A CUA may be suspended, restricted, or revoked when the CUA holder commits a violation as defined by the policy. Failure to submit required reporting in a timely manner may also impact the holder's ability to obtain a CUA in future years.*

**What about the Annual Report (Form 10-660), do I also enter that information in VURn?**

*No, Annual Report (Form 10-660) information, formerly collected as a Microsoft Word Document or Adobe PDF, must now be submitted through the online CUA application and reporting portal. You will use that system to apply for a CUA and to report information formerly collected on Form 10-660. Access the portal at: <https://nps-cua-portal.powerappsportals.us/>.*

**Ugh...xxx... is not working properly...**

*Press Ctrl + F5 to clear the browser cache for the page. Anytime there is a system update or new release of the code there is a possibility that a user's browser will have cached versions of the affected pages. The cache usually expires within 7 days, so frequent users are more likely to experience this issue than occasional users. Typically clearing the cache (Ctrl+F5) will correct the issue but some users may need to clear their full browsing history.*