PPD Guest and Visitor Procedures

1) The relevant Department Guest & Visitor Manager (Department Head or designee) proposes a guest appointment or the coverage of visitor expenses, specifying the terms of the proposed arrangement, itemizing the cost by using the Guest & Visitor Request form and certifying that this is within their budget. If you need the form please send an email to ppdfinancial@fnal.gov. If funds that are not under the direct control of the Department Head (e.g. project funds, or funds from another department or division) are part of the arrangement, then the Department Head (or designee) must obtain and document approval from whoever is responsible for the "outside" funds.

2) The proposal is forwarded to the PPD Financial Manager for Guest and Visitor programs (ppdfinancial@fnal.gov). The Financial Group verifies the computed costs, the compatibility with the budget, and adherence to proper financial procedures. Financial Group forwards email with budget information to the PPD Division Head.

3) The Division Head approves (or not) the deal and communicates with the Directorate G&V Manager (Roy Rubinstein royr@fnal.gov) to have the relevant appointment letter written. Copies of this communication are sent to all people in the approval and communication chain given above. If a letter is not needed, the approval will be sent to the Department Guest & Visitor Manager or their designee.

4) A letter is written by the Directorate G&V Manager for the Director's signature. Copies are sent to the PPD Division Head and other relevant persons including the Fermilab Visa Office.

5) The Department Guest & Visitor Manager or their designee is responsible for filling out the attached Scientific Offer Form and sending it to the Human Resource Assistant (Jason Johnson jasonj@fnal.gov).

6) The Department Guest and Visitor Manager is responsible for requesting contract extensions before they come due using the same procedure as above.

Routing for approvals:

- Department Guest & Visitor Manager to
- PPD Financial Manager to
- Division Head to
- Directorate G&V Manager who
- Writes letter for Director's signature

Fermilab

Scientific Offer Information

Personal Information

Candidate Name:

Home Address (1):

Home Address (2):

Home Address (3):

City: State: Country

Postal code:

Phone (H):

Phone (W):

Email:

To Join Specifics

			Move - Project/Task #:
			Salary - Project/Task #:
Airfare	Y____	N____	Stockroom Code:
Round-Trip	Y____	N____	Travel Code:
Temp. Housing	Y____	N____	
Rental Car	Y____	N____	
Per Diem	Y____	N____	
Household Move	Y____	N____	

THIS FORM COMPLETED BY: **EXT:**

Additional Comments:

Please attach to copy of offer letter and return to Jason Johnson, MS 116