

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 attached Guest & Visitor Request form, and certifying that this is within their budget. If funds 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 PPDO 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.
- 3) The Financial Group forwards email with budget information to the PPDO Staff Assistant (Barb Kristen kristen@fnal.gov), who verifies that other aspects of the arrangement are compatible with administrative procedures, precedent, etc.
- 4) The PPDO Staff Assistant reviews the information and sends proposal to the Division Head (Jim Strait strait@fnal.gov).
- 5) 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.
- 6) 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 Fermilab Visa Office.
- 7) 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 (Marge Pitz pitz@fnal.gov).
- 7) 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
- PPDO Financial Manager to
- PPDO Staff Assistant to
- Division Head to
- Directorate G&V Manager who
- Writes letter for Director's signature

Fermilab

Scientific Offer Information Job Title:

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 #: **40 /**

Salary - Project/Task#: **40 /**

Airfare Y____ N____ Stockroom Code: **0**

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 Marge Pitz, MS 116

PPD Guests and Visitors Request

Summary:

Name of Requester:

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Guest Name/Institution	Proposed Start Date	Proposed End Date	Task #	Task Name	Department	% Distribution to Task	SWF	M&S	Total Request
				#N/A	#N/A		0.00	0.00	0.00
				#N/A	#N/A		0.00	0.00	0.00
				#N/A	#N/A		0.00	0.00	0.00
				#N/A	#N/A		0.00	0.00	0.00
Estimated Total							0.00	0.00	0.00

Details of Proposed Agreement:

Type of Agreement	Days	Months	Amount per day	Amount per month	Single Occurrence Charge		Sum of SWF	Sum of M&S	Total
Base Salary	1.0	0.0					0.00		0.00
Reimbursement to University	1.0	0.0						0.00	0.00
Car Rental	1.0	0.0						0.00	0.00
Insurance	1.0	0.0						0.00	0.00
Housing	1.0	0.0						0.00	0.00
Per Diem	1.0	0.0						0.00	0.00
Travel	1.0	0.0						0.00	0.00
Other (Please Specify below)									
	1.0	0.0						0.00	0.00
	1.0	0.0						0.00	0.00
	1.0	0.0						0.00	0.00
	1.0	0.0						0.00	0.00
OPTO, Vac, Fringe	1.0	0.0					0.00	0.00	0.00
Total	1.0	0.0				0.0%	0.00	0.00	0.00

If Guest appointment letter is required, please provide "coordinates" of where/how it should be sent:

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Comments:

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Instructions:

Enter data only in cells that are not highlighted in gray. The gray areas are protected from editing.

Do not include any of the Lab's burdening charges (OPTO, Vacation, Fringe) in "Base Salary", only include the agreed upon Salary. If the salary is going to be paid as a reimbursement (Purchase Order) to a University, it is considered a "reimbursement"; not salary.

Include all relevant additional information under "Comments"

PPD Guests and Visitors Request

Summary:

Guest Name/Institution	Proposed Start Date	Proposed End Date	Task #	Task Name	Department	% Distribution to Task	SWF	M&S	Total Request
	15-Jan-2006	12-Feb-2006	40.11.04.02	CDF Japan G&V	CDF	50.0%	715.41	2,700.50	3,415.91
			40.11.04.03	CDF Russia G&V-ITE	CDF	50.0%	715.41	2,700.50	3,415.91
				#N/A	#N/A		0.00	0.00	0.00
				#N/A	#N/A		0.00	0.00	0.00
Estimated Total							1,430.82	5,401.00	6,831.82

Details of Proposed Agreement:

Type of Agreement	Days	Months	Amount per day	Amount per month	Single Occurrence Charge	Sum of SWF	Sum of M&S	Total	
Base Salary	29.0	1.0		1,000.00		1,000.00		1,000.00	
Reimbursement to University	29.0	1.0			1,000.00		1,000.00	1,000.00	
Car Rental	29.0	1.0		450.00			450.00	450.00	
Insurance	29.0	1.0					0.00	0.00	
Housing	29.0	1.0	25.00				725.00	725.00	
Per Diem	29.0	1.0	49.00				1,421.00	1,421.00	
Travel	29.0	1.0					0.00	0.00	
Other (Please Specify below)									
Incidental expenses	29.0	1.0			500.00		500.00	500.00	
	29.0	1.0	45.00				1,305.00	1,305.00	
	29.0	1.0					0.00	0.00	
	29.0	1.0					0.00	0.00	
OPTO, Vac, Fringe	29.0	1.0				430.82	0.00	430.82	
Total	29.0	1.0				0.0%	1,430.82	5,401.00	6,831.82

Comments:

Instructions:

Enter data only in cells that are not highlighted in gray. The gray areas are protected from editing.

Do not include any of the Lab's burdening charges (OPTO, Vacation, Fringe) in "Base Salary", only include the agreed upon Salary. If the salary is going to be paid as a reimbursement (Purchase Order) to a University, it is considered a "reimbursement"; not salary.

Only Per Diem should be entered as a daily cost.

Travel should be entered as a single occurrence charge (include air plane tickets, limousine charges, etc. in this category).

All other items should be entered as monthly charges.

Task Number	Dept	Project #	Name	Lab Wide WBS	Travel Code	Short Task Name	Long Task Name	Organization Owning Task	Service Type Code	FCC	Chargeable	Start Date	Task(LWWBS)Name
40.02.15	EPP	40	PPD	1.13.1.2.3	11664	PPD-EPP-Misc G&V	PPD-EPP Miscellaneous Guest & Visitors	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		28-Aug-03	Particle Physics Div
40.03.02	Astro	40	PPD	1.8.2	8663	Astro G&V	4AGY PPD EPP ASTRO GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-THEORY-LAB C20	Y		27-Oct-99	Astrophysics Theory
40.07.03	Theory	40	PPD	1.8.1	8744	Theory G&V	4AYX PPD-EPP-THEOR GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-THEORY-LAB C20	Y		1-Jan-68	Particle Theory
40.07.04	Theory	40	PPD	1.8.1	8743	Theory Frontr Fellow	4KBV PPD-THEORY FRONTIER FELLOWS-G&V	PPD - EPP - GUESTS & VISITORS	OP-THEORY-LAB C20	Y		27-Oct-98	Particle Theory
40.11.04.01	CDF	40	PPD	1.2.1.1	8834	CDF Italy G&V	4CIT PPD-CDF-ITALIAN GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		1-Nov-85	CDF Operations
40.11.04.02	CDF	40	PPD	1.2.1.1	8833	CDF Japan G&V	4CJE PPD-CDF-JAPANESE GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		1-Oct-83	CDF Operations
40.11.04.03	CDF	40	PPD	1.2.1.1	8832	CDF Russia G&V-ITEP	4KAM PPD-CDF-ITEP RUSSIAN GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		28-Nov-95	CDF Operations
40.11.04.04	CDF	40	PPD	1.2.1.1	8831	CDF Russia G&V-Othr	4SRS PPD-CDF-RUSSIAN GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		1-Oct-90	CDF Operations
40.11.04.05	CDF	40	PPD	1.2.1.1	8830	CDF Othr Foreign G&V	4SOK PPD-CDF-OTHER FOREIGN GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		1-Oct-90	CDF Operations
40.11.04.06	CDF	40	PPD	1.2.1.1	8829	CDF USA G&V	4CVE PPD-CDF USA GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		1-Nov-85	CDF Operations
40.11.04.07	CDF	40	PPD	1.2.1.1	8828	CDF China G&V	4SCN PPD-CDF-CHINESE GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		1-Oct-90	CDF Operations
40.11.04.08	CDF	40	PPD	1.2.1.1	8827	CDF Latin G&V	4SLV PPD-CDF-LATIN GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		1-Oct-90	CDF Operations
40.11.04.09	CDF	40	PPD	1.2.1.1	9311	CDF Italy G&V Admin	CDF Italy G&V Admin	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		7-Mar-03	CDF Operations
40.11.04.10	CDF	40	PPD	1.2.1.1	9804	CDF Italy Sum Stu G&	PPD-CDF-ITALIAN G& ITALIAN SUMMER STUDENTS	PPD - EPP - GUESTS & VISITORS	OP-THEORY-EDUC-AD C20	Y		16-May-03	CDF Operations
40.12.04.01	Dzero	40	PPD	1.2.2.1	8878	DZ Argentina G&V	4SHA PPD-DO ARGENTINIAN GUEST & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		11-Sep-96	Dzero Operations
40.12.04.02	Dzero	40	PPD	1.2.2.1	8877	DZ Brazil G&V	4SHB PPD-DO BRAZILIAN GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		11-Sep-96	Dzero Operations
40.12.04.03	Dzero	40	PPD	1.2.2.1	8876	DZ China G&V	4SCV PPD-DO-CHINESE GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		1-Oct-90	Dzero Operations
40.12.04.04	Dzero	40	PPD	1.2.2.1	8875	DZ Columb/Ecuadr G&V	4SHC PPD-DO COLOMBIAN GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		11-Sep-96	Dzero Operations
40.12.04.05	Dzero	40	PPD	1.2.2.1	8874	DZ Korea G&V	4SHD PPD-DO KOREAN GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		11-Sep-96	Dzero Operations
40.12.04.06	Dzero	40	PPD	1.2.2.1	8873	DZ Mexico G&V	4SHE PPD-DO MEXICAN GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		11-Sep-96	Dzero Operations
40.12.04.07	Dzero	40	PPD	1.2.2.1	8872	DZ India G&V	4SHF PPD-DO EAST INDIAN GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		11-Sep-96	Dzero Operations
40.12.04.08	Dzero	40	PPD	1.2.2.1	8853	DZ Russia G&V	4SRV PPD-DO-RUSSIAN GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		1-Oct-90	Dzero Operations
40.12.04.09	Dzero	40	PPD	1.2.2.1	8852	DZ Other Foreign G&V	4SOV PPD-DO-OTHER FOREIGN GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		1-Oct-90	Dzero Operations
40.12.04.10	Dzero	40	PPD	1.2.2.1	8851	DZ USA G&V	4DON PPD-DO USA GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		1-Oct-92	Dzero Operations
40.12.04.11	Dzero	40	PPD	1.2.2.1	8850	DZ Latin G&V	4SLS PPD-DO-LATIN GUESTS & VISITORS	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		1-Oct-90	Dzero Operations
40.18.02	EPP	40	PPD	1.9.3	8622	E881 Pierre Auger G&	4SCQ PPD EPP AUGER GUESTS & VISITORS-E881	PPD - EPP - GUESTS & VISITORS	OP-ASTRO-PROJECTS C20	Y		19-Jan-99	Pierre Auger
40.20.05	EPP	40	PPD	1.9.2	9566	CDMS G&V	PPD CDMS Guest and Visitors	PPD - EPP - GUESTS & VISITORS	OP-ASTRO-PROJECTS C20	Y		25-Apr-03	CDMS
40.21.05	CMS	40	PPD	1.3.2.2	8784	E892 CMS G&V	4BTJ PPD-CMS GUESTS & VISITORS-E892	PPD - EPP - GUESTS & VISITORS	OP-R&D-LAB C20	Y		22-Jan-96	Related Research (Ba
40.21.08	CMS	40	PPD	1.3.2.2	17676	CMS LPC G&V	PPD-CMS LHC Physics Center Guests & Visitors	PPD - EPP - GUESTS & VISITORS	OP-R&D-LAB C20	Y		1-Oct-04	Related Research (Ba
40.24.02	EPP	40	PPD	1.7.3	8779	E904 Muon Coll G&V	4NBM PPD EPP MUON COLLIDER GUESTS & VISITORS-E904	PPD - EPP - GUESTS & VISITORS	OP-FUTURE R&D-MUC C20	Y		2-Sep-98	Muon Storage Ring
40.25.02	EPP	40	PPD	1.5.1.1	8778	E905 CKM G&V	4CKO PPD-EPP CKM GUESTS & VISITORS-E905	PPD - EPP - GUESTS & VISITORS	OP-FUTURE R&D-DET C20	Y		5-May-00	Detector
40.35.02	EPP	40	PPD	1.5.5.1	13874	PPD Linear Coll G&V	PPD-EPP-Linear Collider Guests & Visitors	PPD - EPP - GUESTS & VISITORS	OP-FUTURE R&D-DET C20	Y		1-Apr-04	Linear Coll Det R&D
40.38.02	EPP	40	PPD	1.9.6	19843	PPD-DES G&V	PPD-DES Guest & Visitors	PPD - EPP - GUESTS & VISITORS	OP-ASTRO-LAB C20	Y		5-Aug-05	Dark Energy Survey
40.39.02	EPP	40	PPD	1.7.7	17687	PPD-Proton Drvr G&V	PPD-Proton Driver Guest & Visitors	PPD - EPP - GUESTS & VISITORS	OP-FUTURE R&D-ACC C20	Y		1-Oct-04	Proton Driver
40.41.02	EPP	40	PPD	1.5.4	19973	PPD-LIQUID ARGON G&V	PPD-Fermilab Liquid Argon Guests & Visitors	PPD - EPP - GUESTS & VISITORS	OP-FUTURE R&D-DET C20	Y		29-Aug-05	FLARE
40.43.02	EPP	40	PPD	1.5.2.6.1	17574	MIPP E907 G&V	PPD-EPP MIPP E907 G&V	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		1-Oct-04	MIPP (E907)
40.44.10.03	Neutrino	40	PPD	1.6.1.2.1	19844	PPD-MINOS G&V	PPD-MINOS Guest & Visitors	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		5-Aug-05	MINOS Experiment
40.44.100.03	Neutrino	40	PPD	1.6.1.2.4	18456	Gen Neutrinos G&V	General Neutrinos Guest & Visitor Support	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		1-Apr-05	Related Scientific E
40.44.20.03	Neutrino	40	PPD	1.6.4.1	19845	PPD-MINIBOONE G&V	PPD-MINIBOONE Guest & Visitors	PPD - EPP - GUESTS & VISITORS	OP-EXST PRGM OP-DE C20	Y		5-Aug-05	MiniBooNE Experiment
40.44.30.04	Neutrino	40	PPD	1.6.6.1	19845	PPD-MINERVA G&V	PPD-MINERVA Guest & Visitors	PPD - EPP - GUESTS & VISITORS	OP-FUTURE R&D-DET C20	Y		1-Oct-05	MINERVA
40.44.40.04	Neutrino	40	PPD	1.6.7.1	19845	PPD-NOVA G&V	PPD-NOVA Guest & Visitors	PPD - EPP - GUESTS & VISITORS	OP-FUTURE R&D-DET C20	Y		1-Oct-05	NOVA