

Guest and Visitor Process

PPD Policy 026-v09

Purpose

This document describes the procedures for authorizing visitors to the Fermilab site and payment of their expenses.

Policy

A Guest & Visitor Request (G&V) is required if Fermilab will be providing any type of accommodations including, but not limited to, transportation, housing, per diem, computing privileges or if the guest will be on-site at Fermilab for more than one day. A list of cases when a G&V is required can be found in the Scope section below.

Procedure

- Submit the G&V form on our SharePoint site:
<https://fermipoint.fnal.gov/service/PPDGVRequest/>
- Fill in all required fields and relevant information about the guest.
- Include an Administrative Assistant in the “Requestor(s)” field to ensure proper coordination of the guest’s stay.
- If a group of visitors will be coming for the same purpose, one G&V request may be submitted with the list of visitors and their contact information as an attachment to the request.
 - The group request should only be for U.S. citizens. An individual G&V request must be submitted for each non-U.S. citizen.
- Once the G&V form is submitted, it is routed to PPD Finance to check funding on the listed project/task code (if applicable). After Finance’s review is complete, the request is forwarded to the PPD Division Office for final approval. If the Division Office approves, a notification email will be sent to the listed Point of Contact and Requestor(s).
- Invitation letters for foreign nationals are triggered by the Site Access Request as outlined:
<https://get-connected.fnal.gov/wp-content/uploads/2022/12/Access-to-Fermilab-Overview-Version-2.pdf>
- The Site Access Request should be submitted *after* the G&V is approved.

- An approved G&V is required as backup for any costs to be covered by the Lab, to be submitted with a Travel Authorization in the Fermilab Travel System.
- If the guest or visitor is going to be reimbursed via a Purchase Order issued by Fermilab to a university or other institution, a Purchase Requisition must be entered separately by a requisition preparer. See policy PPD_018 and the Purchase Request Template for specific purchase requisition requirements.

Owner

Responsibility for reviewing, updating, and communicating changes to this policy rests with the Senior FFM.

Review Cycle

This policy is to be reviewed every three years.

Scope

Conditions requiring a Guest and Visitor request:

- ***Fermilab is paying for any costs*** related to the visit and the visitor is not part of an experiment's collaboration group
- Fermilab will be doing a "salary buy out" from the guest/visitor's institution via purchase order
- The guest/visitor is part of an experiment's collaboration group but will be doing work on another experiment
- Any of the below apply even if the request is *no cost*:
 - The guest/visitor is coming from a foreign country
 - The guest/visitor will be staying on-site at Fermilab during their visit
 - The guest/visitor will be working on/providing expertise on an experiment
 - The guest/visitor will need computing privileges

Conditions when a Guest and Visitor request is **not** required:

- The guest/visitor is part of an experiment's collaboration group and will be doing work on that experiment
- The guest/visitor will be at Fermilab for only a few hours (e.g. to attend a single meeting or workshop or to be a guest speaker) and is not coming from a foreign country

- The guest/visitor is at the lab for a job interview

Revision History

Version	Date	Author	Notes
v01	Not dated		Original Creation
v02	2/5/2019	K. Jones	Updated
v03	5/17/2019	J. Lewis	New format. Minor corrections.
v04	5/30/2019	K. Jones	Spelling/grammar corrections.
v05	6/13/2019	K. Jones	Added requirements for groups
v07	7/24/2020	K. Jones	Added reference to purchase requisition policy and modified wording for group requests; minor formatting changes.
v08	8/13/2021	K. Jones	Update to invitation letter process
v09	5/3/2023	K. Jones	Update to invitation letter process, formatting changes