

PPD Guest & Visitor Process

1. A Guest & Visitor request 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 1 day.
2. Submit the Guest & Visitor request form on our SharePoint site:
<https://fermipoint.fnal.gov/service/PPDGVRequest/>
3. Fill in all required fields and relevant information about the guest.
4. Include an Administrative Assistant in the “Requestor(s)” field to ensure proper coordination of the guest’s stay.
5. Once the Guest & Visitor request 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 Head approves, a notification email will be sent to the listed Host and Requestor(s) and is forwarded to the Directorate for issuance of an invitation letter (if requested). The Directorate will coordinate with the Visa Office as needed.
6. 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 (typically an administrative assistant).
 - a. Typically, a Statement of Work (SOW) is compiled which outlines the scope of work, costs and time frame and should include:
 - i. Introduction
 - ii. Activities planned
 - iii. Costs
 - iv. University/institution contacts
 - b. The SOW should accompany the Purchase Requisition as an attachment.
 - i. If the total cost of the Purchase Requisition exceeds \$25,000.00, a Sole Source justification needs to also be included with the Purchase Requisition as an attachment.

Contact ppdfinancial@fnal.gov with any questions.