**DEFINITION:**
Financially supported visitors (V2) are not on the UCAR payroll but receive financial support from UCAR in the form of a temporary living per diem, travel reimbursement, health insurance benefits, or whose home institutions are reimbursed for their full or partial salaries. These visitors are not UCAR employees.

**NOTES:**
- This form is to be used in lieu of the traditional Travel Authorization form. Do not fill out a TA form if you are completing the V2 form.
- Do not include visa fees on this form.
- For easier identification, please highlight any change/revision information on form before sending to HR or Travel.
- Individuals participating in conferences, workshops, colloquia, seminars, tutorials, etc., are not considered “Visitors” under the V2 definition listed above. Please see UCAR Travel Procedures (related to Policy 5-7).

**PURPOSE:**
These instructions will assist you in completing the UCAR Financially Supported Visitor (Non-Payroll) Form. This form must be completed for all new appointees, and revisions or extensions of current appointees. The majority of the form can be filled in using Excel and signatures may be required.

**SECTION I: APPOINTEE DATA**

Name (Last name, First name): Enter full name of the appointee. Please type or print legibly.

Gender: Indicate appointee’s gender.

Dates of Appointment:
- **Visit Dates**: Original begin and end dates of visits
- **Amend Visit Date(s)**: Amend original visit date(s).
- **Revision Dates for other change types**: Effective dates of changes other than the original effective dates. For example, effective date of a Host Division or UCAR Location change.

Access Card Required?
- Is an access card required for this appointee? If so, check “Yes” and complete the Card Access Form (http://www.fin.ucar.edu/forms/HR/access_form/access_form.shtml)

Does foreign appointee require UCAR-sponsored Health Insurance?
- If Yes, include account to which the premium will be charged. Review this web site for additional information (http://www.fin.ucar.edu/hr/foreignvisitors/insurance.html)

Is this a Student Visitor?
- Please indicate whether this visitor falls within the Student Visitor category. UCAR Policy 6-4: “UCAR may appoint students enrolled in a degree program to collaborate on a UCAR project and enrich their academic experience.

Home Institution Data:
- Enter the full name of appointee’s home institution, street address, city, state and country (if not US). This is mandatory for all appointees with a home institution. If unaffiliated, enter "Unaffiliated" for the Home Institution Name and enter the home address. (UCAR/NCAR/UCP cannot be listed as a home institution.)
Appointee’s Work Location Data

Complete only if the appointee works outside of UCAR/NCAR/UCP facilities.

UCAR Location Data:
- **Host Name**: Enter host’s name
- **Host Division(s)/Program(s)**: Indicate the primary lab and org unit responsible for this appointee. Additional fields are available for split appointments.
- **UCAR Location**: Enter appointee’s building location, room, and phone extension if appointee is at UCAR’s Boulder facilities.
- **Visit Coordinator**: Enter person completing this form and making arrangements.

Export Compliance:
- **Citizenship**: What is the citizenship of this visitor? If the visitor is a US citizen, enter "US" in this field but nothing further needs to be completed in this section.

**Purpose of Visit**: Fundamental Research or Non-Research/Other?
Fundamental Research means basic and applied research in science and engineering where the resulting information is ordinarily published and shared broadly within the scientific community, as distinguished from research the results of which are restricted for proprietary reasons or specific U.S. Government access and dissemination controls. Information generated during and resulting from Fundamental Research is not subject to export restrictions to Foreign Persons.

**Types of Access**: (at least one type must be checked; more than one can be checked)
- Technical or Non-Technical Information -- No License Required (NLR)
- Technical Information -- Department of Commerce (DOC) controlled
- Technical Information -- Department of State (DOS) controlled
- Other (please explain):

**Visual Compliance checked?**: All foreign visitors must be screened through the Visual Compliance Web site by the ECC or EO. Indicate if this has been done.

**Acknowledgement Form received?**: It is mandatory that the Acknowledgement Form be completed for all foreign visitors. Due to the logistics of obtaining the signed form, it does not need to be completed at the time of submission of this Visitor Form. This is merely a reminder that it must be completed.

**Definitions**:
- **U.S. person**: A citizen of United States, a lawful permanent resident alien of the U.S., (a "Green Card" holder), a refugee or someone here as a protected political asylee or under amnesty. U.S. persons also include organizations and entities, such as universities incorporated in the U.S. The general rule is that only U.S. persons are eligible to receive controlled items, software or information without first obtaining an export license from the appropriate agency unless a license exception or exclusion is available.
- **Foreign person**: Anyone who is not a U.S. person. A foreign person also means any foreign corporation, business association, partnership or any other entity or group that is not incorporated to do business in the U.S. Foreign persons may include international organizations, foreign governments and any agency or subdivision of foreign governments such as consulates.
SECTION II: APPROVAL SIGNATURES

Have the appropriate official sign the form.

If foreign travel is included in this form, the appropriate official must sign authorizing the travel.

The Export Compliance Coordinator (ECC) or Empowered Official (EO) must sign the form for all foreign visitors.

View the Signature Authority web site for additional information:
https://www.fin.ucar.edu/SignatureAuthority/displayMainMenu.do

SECTION III: DISTRIBUTION

Host distributes original copy to Human Resources and send copy to Travel via travel@ucar.edu. Human Resources distributes data to Today@UCAR, Mailroom, Reception, and Switchboard.

SECTION IV: HUMAN RESOURCES USE ONLY

To be completed by HR department along with the section below Section IV.

SECTION V: TRAVEL EXPENSE DESCRIPTION & AUTHORIZATION

Enter the following information to determine the total cost of the upcoming appointment.

Is home institution continuing compensation?

Travel Account key & percent:

Travel Visitor ID #:

Visitor Authorization # (VA#):

Travel Expenses:

Shipping Allowance:

Other:

Is home institution indicating if appointee is being compensated by home institution.

Provide the UCAR account key and percent allocation for travel expenses.

A unique visitor ID# is available through UCAR’s on-line Travel application (http://www.fin.ucar.edu/travel/index.html). Click on “Online Travel” under the “For TA Numbers” heading. Login using the UCAR login and password. Click on “Create a Traveler” under the “Travelers” heading.

Obtain a Travel Authorization number through UCAR’s on-line Travel application (http://www.fin.ucar.edu/travel/index.html). Click on “Online Travel” under the “For TA Numbers” heading. Login using the UCAR login and password. Click on “Create a Trip” under the “Trips” heading.

Enter appointee’s estimated travel expenses. Note: Appointee’s family travel expenses allowed for visits of 12 months or more.

Expenses include: Air Fare, Private Auto, Per Diem (not TLPD), Lodging (not TLPD), Miscellaneous, Rental Auto. Expenses must comply with Travel Policy 5-7 and the associated procedures.

Enter the appointee’s estimated shipping allowance. Not to exceed $750.

Enter any other expenses associated with this appointment. If more than one item is listed, provide details in the "Notes" field. Any amounts listed in this area will be encumbered against a VA#, if one exists.
Temporary Living Per Diem: (TLPD)

The host laboratory or program may choose to pay Temporary Living Per Diem (TLPD), a combination of lodging and per diem. Payments are initiated through the V2 form rather than the Voucher form used for separate lodging and per diem. TLPD payments occur automatically once per month, and may not exceed the total rate of lodging and M&IE (Meals and Incidental Expenses) for the city of visit. TLPD is normally not paid for visitors with less than one month appointments.

Total Costs: Add up the expenses to determine the total cost of the appointment.

Itinerary: Enter the place of Origin and Destination of the travel.

Travel Dates: Enter the specific dates of travel.

Amended Travel Dates: Enter amended dates of travel.

Advances:

Housing: Enter the amount provided as an advance to the appointee for housing expenses. Housing advances will be deducted from TLPD or paid through a voucher (attached to this workbook).

Travel: Enter the amount provided as an advance to the appointee for other expenses. Enter cash advance amount and date the advance is required.

SECTION VI: TEMPORARY LIVING PER DIEM (BY MONTH)

Enter the temporary living per diem amount per month for the duration of the appointment. If this is a revision or extension, per diem needs to be calculated from the appointee’s original appointment date. The total per diem listed must equal the total temporary living per diem item in Section V.

SECTION VII: TEMPORARY LIVING PER DIEM QUESTIONNAIRE

This section must be completed by the appointee. Questions 1 and 2 must be answered. If an appointee’s appointment is one year or greater, appointee must complete questions 3 through 7. Responses to these questions will determine the appointee’s eligibility for temporary living per diem. In accordance with IRS regulations, TLPD may be taxable as compensation if duplicate living expenses cannot be validated.

Rev. 04/2017