

Geography and Geographic Information Science

Visitor Scholar Fee Processing Procedure

10/21/2015

Background:

GGIS assesses a \$100 (does not include visa processing) fee to visiting scholars, or other similar unpaid positions, to help offset administrative expenses related to the visit. The fee is to be paid by the visitor at the time of check-in with the SESE Business Affairs Office.

You may also choose an assessment of \$100 for administrative expenses, plus \$150 for visa processing, for a total of \$250, to be assessed to the visitor. International Student and Scholar Services charges the department a \$150 processing fee for each visa they process. The fee is to be paid by the visitor at the time of check-in with the SESE Business Affairs Office.

The revenues generated by these fees must be used for administrative salaries, supplies, or services.

Procedures:

The GGIS sponsoring individual should determine at the time an offer/invitation is made to the visitor as to whether the fee will be paid by the visitor or if he/she will cover the fee using departmental discretionary funds. Sponsored research funds (grants) cannot be used for this fee.

The offer/invitation letter to the visitor should specify if he/she will be responsible for making the payment. The suggested language to use is:

"Please note that, upon arrival, you will be charged a departmental US\$100 fee to help cover the administrative costs associated with your visit."

Prior to arrival, the GGIS sponsor should prepare the "Departmental Visitor Scholar Fee" form and submit it to Jennifer Drennan (jldrenna@illinois.edu), so it is on file when the visitor checks-in upon arrival.

Depending on instructions in the form, one of the following will occur:

- At the time of check-in the visitor will make the \$100 or \$250 payment to Jennifer by cash or check made payable to "University of Illinois". The form and payment will then be given to Shelley Campbell (mcampb@illinois.edu) and deposited into CFOP 1-303981-872000-307900-872109.
- After check-in the form will be given to Sherri Kiska (kiska@illinois.edu). A transfer (JV) of the fee will be made crediting CFOP 1-303981-872000-307900-872109 and charging the CFOP specified in the form.