



Long Term Attachment (LTA) Overseas

Pre LTA Guide

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Pre-LTA Guide

When planning a Long Term Attachment (LTA) the most important thing to remember is to allow plenty of time, as there are lots of things that you need to sort out prior to your departure and some of them can take a long time.

Below is a list of the main things that will need to be arranged prior to departure, once your visit has been approved by the relevant parties:-

1. **LTA Application Form** – Officially known as the ‘Visitors Application for Overseas Visit’. This form can be downloaded from the RAL, PPD Website <http://www.particlephysics.ac.uk/research/travel-and-claim-forms.html> Once completed, the form needs to be approved by the relevant Budget Holder and sent to Prof. J Womersley, Director Particle Physics, at RAL. It is especially important that this form is completed as early as possible if the LTA is going to be in the United States of America, as RAL may be asked to supply funding support letters to accompany Visa applications and these can only be done once we have the approved application form. Once approved by Prof. Womersley, the form will be passed on to Isobel Haskins, the LTA Advisor at RAL, who will then make contact with the individual.

Once details of your LTA have been discussed and agreed by your institute and the relevant project or running experiment you will be issued with a formal LTA Letter by the LTA Advisor. In addition to confirming details of your LTA (eg duration, allowances) the letter will also provide further information on all aspects of the LTA. You are advised to read this document carefully.

2. **Contact the relevant UK Liaison Officer** – Again, this should be done as soon as you know you are going on LTA. The Liaison Officer's can then offer advice and assistance in many areas such as Visa applications (where applicable), accommodation and Health Insurance. The UK Liaison Officers are:

CERN – Mary Elizabeth Shewry (M.Shewry@cern.ch)
DESY – Susan Ketels (Ketels@ntmail.desy.de)
FERMILAB – Cathryn Laue (claue@fnal.gov)
SLAC – Jean Sutherland (Jeans@SLAC.Stanford.edu)

You should also remember to contact your Liaison Officer as soon as possible upon arrival. They can provide a wealth of information about living and working in the local area and can help you with any practical difficulties.

3. **Passport** – Ensure that your passport is valid for the duration of your visit. You require a machine-readable passport both to enter the US, and to apply for a visa to enter the US. Your passport must also be valid for at least six months after your planned return from your LTA.
4. **Visas** – To stay in the US for more than 90 days you require a visa. Full information on the Visa process can be found at: www.usembassy.org.uk.

Further information on the application process at Fermilab and SLAC can be found at:

<http://www.slac.stanford.edu/BFROOT/www/Organization/Institutions/BaBarUK/LTA.html#visas>

and

<http://www.fnal.gov/pub/forphysicists/users/newcomers/index.html>

5. **Health** - You should make plans to help you stay healthy while you are away. Check what vaccinations you need with your GP at least six weeks before you travel and ask if any extra health precautions are needed for the country you are visiting. Useful advice can be found at <http://www.dh.gov.uk/travellers>. You should also speak to your GP about any medication you may be taking (eg for a pre-existing condition) to ensure you have the necessary documentation with you. If taking medication with you, you should normally take the prescription and a GP's letter. You are also advised strongly to visit your Dentist before leaving for a thorough check-up and to have any remedial work completed before you travel.
6. **Medical Insurance** – You must ensure that you (and any accompanying dependants) have adequate medical cover before you go on LTA. Please note that CCLRC are unable to provide any sort of medical insurance for University Staff while they are on Long Term Attachments (LTAs).

For All travellers (and any accompanying dependants) going to a country in the European Economic Area (EEA) or Switzerland - you must obtain a European Health Insurance Card (EHIC), which should entitle you to reduced-cost (or sometimes free) healthcare. The card is only valid for treatment offered under the state healthcare schemes operating in these countries; it gives you access to treatment under the same terms as people that live in the country that you are visiting. The EHIC has replaced the old E111. From 1 January 2006, E111s are no longer valid. The quickest and easiest way to get an EHIC is to apply online. For more information and details, go to www.dh.gov.uk/travellers. Further information, including a full list of countries covered along with details of their 'health systems' can also be found in the booklet "Health Advice for Travellers" which is available from the Post Office and on line at www.dh.gov.uk/travellers. You are strongly advised to take this booklet with you when you travel, as it also tells you what to do if treatment does become necessary during your trip.

However, you are advised to take out additional medical insurance, as this will cover things that the EHIC does not cover.

NB. If you are a national from a country outside the European Economic Area (EEA) or Switzerland, these reciprocal healthcare arrangements will not be available to you. You are therefore advised to take out a higher level of medical cover. This can normally be purchased from the extra salary received in lieu of National Insurance (NI) deductions.

NB. The provision of adequate medical cover is now a pre-requisite for working at each of the main overseas laboratories (ie CERN, DESY, SLAC and FNAL).

The CCLRC will not be held responsible for University Staff who fail to arrange adequate emergency medical insurance.

CCLRC Staff only – You (and any accompanying dependants) will be covered by CCLRC's travel insurance policy that has been placed with Royal & Sun Alliance (RSA).

Please note that the CCLRC travel Insurance policy does not cover staff (and any accompanying dependants) for holidays taken whilst on long-term attachments.

University Staff only - Similar medical cover is generally provided by Universities for their own employees. You should contact your University to see what, if any cover they will provide for you (and any accompanying dependants) whilst you are on LTA. If your University does not provide cover for you, you will need to purchase your own private medical insurance. The cost of this will not be reimbursed by CCLRC.

For University Staff going to the USA – You are advised to contact your University HR Section to discuss what insurance arrangements they have in place for you (and any accompanying dependants). Where no scheme exists, we recommend you contact the relevant UK Liaison Officer as it may be possible to join an in-house Scheme or they will be able to assist you in identifying local insurance providers.

Once you have arranged your medical insurance, you must send a copy of the policy/cover to Isobel Haskins at RAL. This will help to avoid any unnecessary delays in

Insurance Arrangements for the USA

You must provide proof of insurance in order to obtain a visa to enter the USA. If you stay in J-1 visa status you must make sure the insurance you purchase meets the J-1 visa insurance requirements.

SLAC

University Staff

You need to contact your university for coverage or purchase medical insurance privately.

CCLRC Staff

CCLRC staff will be covered by the CCLRC medical emergency policy.



Options

A popular option for insurance is "Isis Incoming Insurance". You can enrol online or print an application form for Isis insurance at <http://www.isis-travelinsurance.com>

FERMI

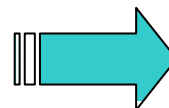
All visitors are required to have medical insurance. Health insurance is mandatory in order to get a Fermilab visitor ID.

University Staff

You must either be insured through your University, buy your own insurance package in your home country with international coverage, or buy your own insurance package in the U.S.

CCLRC Staff

CCLRC staff will be covered by the CCLRC medical emergency policy.



Options

The Fermilab User's Centre offers special packages designed for short-term visitors. The period of coverage can last from a minimum of 15 days up to a maximum of 18 consecutive months. This health insurance meets the J-1 visa health insurance requirements.

Under certain circumstances you might be eligible for a Preferred Provider Organization (PPO) plan provided by Fermilab, that may give you better medical coverage for \$187 per month (cost is subject to change). You should talk to Dianne Snyder or Barbara Book in the User's Office to figure out the best way for you to get appropriate health insurance.

Pregnancy

University Staff

You are advised to check with your University if pregnancy is covered under their policy or purchase insurance privately.

CCLRC Staff

CCLRC's Medical emergency policy does not cover pregnancy. Staff should discuss the business need to travel with their managers and are advised to take out additional medical insurance.

ALL - If you want to go on holiday, go skiing, or participate in any other high-risk sport, make sure you extend your coverage as the basic coverage is not sufficient for this.

7. **Income Tax** - You should notify the Inland Revenue that you are leaving the UK by completing Form P85 which can be found on the HM Revenue & Customs website at <http://www.hmrc.gov.uk/>

Overseas allowances are assessed on the basis that UK income tax will continue to be payable on salary. Should your liability to pay UK income tax cease you should notify us immediately as your entitlement to overseas allowances will be abated by an amount approximating to the income tax that you would pay in the UK. This abated amount is known as notional tax. **You can get further guidance from the LTA Advisor at RAL.**

8. **National Insurance** – Working abroad can affect your NI contributions, which in turn affects your entitlement to maternity allowance, jobseekers allowance, incapacity benefit, bereavement benefit and basic state pension. It may also affect other non-contributory benefits. Therefore, prior to your departure, you are strongly advised to contact the Department for Work and Pensions (DWP) for further advice.

If you are in the UK, you can phone or fax the Centre for Non-Residents (Newcastle) Helpline on:

Tel: 0845 915 4811

Fax: 0845 915 0067

From outside the UK, dial the international code, then:

Tel 44 191 225 4811

Fax: 44 191 225 0067

You can also get more information and contact the Inland Revenue via their website <http://www.hmrc.gov.uk>

Inland Revenue Leaflet NI 38 – Social Security Abroad also provides useful details on paying National Insurance abroad.

9. **Removal Costs** - CCLRC will reimburse reasonable costs, including insurance, of transporting personal baggage and household effects by the least expensive means (usually land/sea) to and from the overseas place of duty up to a maximum allowance of 1,100 kg packed so as not to exceed 6 cubic metres in volume. When family accompanies personnel, an additional 300-kg packed so as not to exceed 2 cubic metres in volume, may be allowed. Individuals must submit three competitive quotes to Isobel Haskins, RAL (I.P.Haskins@rl.ac.uk) and payment will normally be restricted to the lowest quote.
10. **Flights & Other Travel Costs** - The Rutherford Appleton Laboratory will pay the economy class return airfare for you and any accompanying dependants. Where an individual chooses to drive to the overseas station, the equivalent of the least expensive method of transport will be reimbursed, e.g. the costs of an economy class return airfare. In order to claim reimbursement of various expenses, you will need to complete and submit a 'Claim for Expenses' form which can be obtained from <http://www.particlephysics.ac.uk/research/travel->

[and-claim-forms.html](#). You will need to ensure receipts are included with your claim to support the travel and any hotel costs incurred when you first arrive.

11. **Overseas Allowances** – Under the terms of a standard LTA, you will be entitled to receive Nightly Subsistence Allowance (NSA) and in some cases, Overseas LTA Allowance. The rate of NSA is dependent on location and marital status and full details of amounts and how and when to submit claims will be included in your official LTA Offer Letter.

We have received guidance from the Inland Revenue that claims may be liable to Income Tax and National Insurance deductions dependent on your LTA status. If a claim is not liable for tax deductions, it will be paid by the Claims section at RAL. If a claim is liable, payment will be made through your employer's payroll section.

12. **Advances** - If you are going to SLAC or Fermilab, you may have to pay a Security Deposit and the first month's rent in advance on your accommodation. If you cannot afford to do this, you can claim an advance to cover these costs. The advance will be repayable to CCLRC at the end of your LTA. To apply for an advance you should complete and submit a 'Claim for Advance Form'. Forms can be obtained by contacting Isobel Haskins at RAL
13. **Further Information** – You may also wish to check out the following web links as they also contain a lot of useful information concerning various LTA matters:

SLAC

http://www-ssrl.slac.stanford.edu/user_administration.html

<http://www.slac.stanford.edu/BFROOT/www/Organization/Institutions/BaBarUK/LTA.html>

FERMILAB

<http://www.fnal.gov/pub/forphysicists/users/index.html>

<http://www.fnal.gov/pub/forphysicists/users/newcomers/index.html>

CERN

<http://ph-dep.web.cern.ch/ph-dep/UsersOffice/>

DESY

http://guest-services.desy.de/index_eng.html

Finally, if you have any further queries about Long Term Attachments, please contact Isobel Haskins on 01235 44 5605 or email I.Haskins@rl.ac.uk

CHECKLIST : WHAT TO DO WHEN STARTING AN LTA

When	What needs to be done
Up to 6 MONTHS before	<p>Get yourself organised as soon as possible – there is a lot to do!!!</p> <p>Sort out exact dates for the assignment, get the LTA formally approved and submit forms to RAL</p> <p>Get in touch with your UK Liaison Officer at the laboratory where you will be working - they can help! Also visit the laboratory's UK Liaison website</p> <p>If you are selling or renting your home, start planning the necessary arrangements eg. Finding a letting agency</p> <p>Start organising your personal affairs and effects, eg.</p> <ul style="list-style-type: none"> - Start sorting items for storage, shipping and/or leaving behind - Review personal affairs / paperwork to sort out what needs to be done before you go
Up to 3 MONTHS before	<p>If going to the US, get your visa application underway – typical timescales 120 days. In particular:</p> <ul style="list-style-type: none"> - Book an appointment at the US Embassy - Contact LTA Administrator at RAL - Obtain proof of medical insurance <p>Check you passport(s) are up to date (nb. need to be valid for a minimum of 6 months after end of your posting)</p> <p>Make Travel Arrangements - book your flight(s), sort out accommodation for arrival.</p> <p>Investigate housing/accommodation options. Contact your UK Liaison Officer for information on finding accommodation, the allowances available etc.</p>
6 WEEKS before	<p>Contact Inland Revenue and/or Department of Work& Pensions to sort out your Tax and NI position http://www.hmrc.gov.uk</p> <p>Make plans to stay healthy while away (see http://www.dh.gov.uk/travellers). In particular:</p> <ul style="list-style-type: none"> - Contact your employer (eg university) to arrange medical cover - Check what vaccinations you need with your GP - If travelling in the EEA, get an EHIC from the Post Office - Visit Dentist and sort out any special medication needs (eg for pre-existing conditions)
3 WEEKS before	<p>Make arrangements for removals – storage and/or shipping. Contact LTA Administrator for advice on procedure. Note it can take 6 weeks for your possessions to get to/from the US!</p> <p>Check with your UK Liaison Officer to ensure everything is ready for your arrival (eg accommodation, visas)</p> <p>Check on your personal / domestic arrangements are all in order</p> <ul style="list-style-type: none"> - Finalise personal paperwork eg. close/transfer bank accounts, write to utilities/service companies, notify change of address <p>Place important documents/information in safe-keeping (eg with family or friends) and take any copies required</p>
1 WEEK before	<p>Finish your packing and get items ready for shipping and/or storage</p> <p>Check your travel tickets and currency</p>
0	On arrival, report to the UK Liaison Officer