**Request to Change an Existing e-Reimbursement Profile for a Non-Employee**

***Note:*** *Complete only the section that applies*

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| **Request to Change Information Previously Entered in a Non-Employee Profile*****Note:*** *Complete only the information that needs to be changed.* |
| Non-Employee’s Name (Required):       |
| Non-Employee ID Previously Assigned by Accounting Services(Required):       |
| Address Line 1:       |
| Address Line 2 (Indicate if N/A):       |
| City:       | Zip/Postal Code:       |
| State and/or Province:       | Country:       |
| **Default Funding** | Dept ID:       | Fund:     | Program:   | Project:       |
| Date of First Travel Expense (e.g., date of airfare purchase):       |

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| **Request to Add/Remove Alternate(s) to/from an Existing Non-Employee** |
| Non-Employee/Terminated Employee’s Name (Required):       |
| Non-Employee ID/UW Person ID (Required):       |
| **Alternate Information** |
| **Add** | **Remove** | **Last Name****(30 characters max)** | **First Name****(30 characters max)** | **UW Empl ID** | **E-mail Address** |
| [ ]  | [ ]  |       |       |       |       |
| [ ]  | [ ]  |       |       |       |       |
| [ ]  | [ ]  |       |       |       |       |
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**Division Contact Name:**

**Instructions for Submitting the Form**

1. Download the most updated form at [http://www.bussvc.wisc.edu/acct/forms.html#html#NonEmployeeProfileSetup](http://www.bussvc.wisc.edu/acct/forms.html#html), complete the required information, and attach the form to a new e-mail.
2. E-mail the form to your Dean’s/Divisional office (Who is my [Division Coordinator](http://www.bussvc.wisc.edu/acct/TEWeb/implementationPlan.html)?).
3. Await e-mailed response from Non-employee mailbox (Requests are typically addressed in approximately three business days).

**Note**: Division Coordinators forward approved, completed forms to NonEmployee@bussvc.wisc.edu. Forms submitted by individuals other than the Division Coordinators will not be accepted.