**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](mailto:NonEmployee@bussvc.wisc.edu). Forms submitted by individuals other than the Division Coordinators will not be accepted.