COE Policy on How to Obtain an e-Reimbursement Profile for a Non-Employee

In order to reimburse a non-employee for travel and expenses via e-Reimbursement, a Non-Employee ID must be obtained from Accounting Services. If a non-employee profile already exists but requires changes (e.g. change of address, change to Accounting Defaults), please see How to Make Changes to an Existing e-Reimbursement Profile for a Non-Employee.

Note: To determine if a non-employee profile already exists, please see *How to Find an Employee or Non-Employee ID in e-Reimbursement.*

1. Complete the e-Reimbursement Non-Employee Profile Setup Form and route it via email directly to NonEmployee@bussvc.wisc.edu. COE has given departments designated authority to submit them directly. *Please Note: only send one request at a time to their email. DO NOT send multiple requests in one email.*
2. Await an e-mailed response from the Accounting Services. Requests are typically addressed within three business days.
3. Use the Non-Employee ID number provided by Accounting Services to create and submit expense reports on behalf of the non-employee.