**E-REIMBURSEMENT NON-EMPLOYEE SETUP FORM**

**Note: All information below is required. Forms with missing or incomplete information will be returned. All payments to non-employees will be made by check.**

**Requestor’s Name:**      **Requestor’s Email Address:**

**Is the traveler an employee at a different UW Campus? If yes, enter empl ID**

|  |  |
| --- | --- |
| Traveler Full Name |  |
| Traveler Address\* | Street:  |
| City:  | State:  | Zip:  |
| First Expense Date or Dates of Travel |  |
| Business Purpose |  |
| Business Unit:  | Fund: | Dept ID:  | Program:  | Project       |
| Alternate Information (UW Employee who will be entering the Travel Expense information in the module. At least one alternate must be established, may enter more if desired.) |
| Name | Empl ID (not W#) | Email address |
|  |  |  |
|       |       |       |
|  |  |  |
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|  |  |  |
|  |  |
| Additional Comments |

\\* If traveler is a non-US Resident for tax purposes, please indicate this in your email submitting this form to obtain information on additional documentation required.

Please email this completed form to uwstraveloffice@wisconsin.edu