**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**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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](mailto:uwstraveloffice@wisconsin.edu)