

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

Note: Complete only the section that applies

Request to Change Information Previously Entered in a Non-Employee Profile					
<i>Note: Complete only the information that needs to be changed.</i>					
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):					

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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Connelly	Dana	00091534	dana.connelly@wisc.edu
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

Division Contact Name: Sheila Sugden

Instructions for Submitting the Form

1. Download the most updated form at <http://www.bussvc.wisc.edu/acct/forms.html#html#NonEmployeeProfileSetup>, 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?](#)).
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.