How to Obtain an e-Reimbursement/GET Profile for a Non-Employee

In order to reimburse a non-employee for travel and expenses via e-Reimbursement/GET, 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/GET 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/GET Non-Employee Profile Setup Form and route it via e-mail to your Division Coordinator. (Who is my Division Coordinator?) Upon approval, your Division Coordinator will forward the profile request to Accounting Services for processing.
    a. Do not use the department address on this form. Checks cannot be delivered to the department office for pick-up. The address must be the recipient's home, office, or another address where the check can be sent directly to them.
    b. If a check must be picked up on campus, enter "Hold for pickup" in the address field. The recipient will be notified when the check is ready and can pick the check up at the Accounting Services office: **21 N. Park Street, Suite 5301**.
2. Await an e-mailed response from 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.
4. ***Note:*** *Non-employee profiles are created in e-Reimbursement. Overnight processing is required to transfer them to GET.*