

How to Obtain a 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 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.
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.