

## E-Reimbursement Non-Employee Profile Set-up Form

**Please use this form to request an e-Reimbursement profile for an individual who:**

- Has never had a UW – Madison appointment; OR
- Is not a newly hired UW – Madison employee; OR
- Is a former UW – Madison employee whose appointment ended more than one year ago; OR
- Is a former UW – Madison employee prior to 10/01/2008 who now has an appointment at another UW – System campus.

**Note:** Use this form only for non tax-reportable reimbursements. Use the Payment to Individual (PIR) form for tax-reportable expenditures (e.g., honorariums, fees for service, etc.). See [Tax Reportable Payments](#).

Non-Employee Information				
<b>Note:</b> All non-employee address information is required. Forms with missing or incomplete information will be returned. Use only a full, legal name. Nicknames or aliases are not allowed. All payments to non-employees will be made by check.				
Last Name:				
First Name:			Middle Initial:	
Address Line 1:				
Address Line 2 (Indicate if N/A):				
City:			Zip/Postal Code:	
State and/or Province:			Country:	
<b>Default Funding</b>	Dept ID: 484260	Fund: 144	Program: 4	Project: AAB6448
Date of First Travel Expense (e.g., date of airfare purchase):				
Is this non-employee a U.S. Resident for Tax Purposes?	<input type="checkbox"/> Yes →	If yes, please supply the non-employee's U.S. Taxpayer Identification Number [SSN, ITIN, or EIN][last four digits]:		
	<input type="checkbox"/> No →	If no, please complete the reverse side of this form [Additional Information Required for Profiles of Nonresident Aliens(NRA)].		

Alternate Information			
<b>Note:</b> An alternate is a UW – Madison employee who is delegated to prepare and submit expense reports on behalf of the above non-employee. Only one alternate is required, but more may be added. All fields are required per alternate listed.			
<b>Last Name</b>	<b>First Name</b>	<b>UW Empl ID</b>	<b>E-mail Address</b>
Connelly	Dana	00091534	dana.connelly@wisc.edu
Snell	Robin	00254247	robin.snell@wisc.edu
<b>Comments</b>			
<b>Please return this form to:</b> IRP Events Coordinator, dana.connelly@wisc.edu			