

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

- Has never had a UW – Parkside appointment; OR
- Is not a newly hired UW – Parkside employee; OR
- Is a former UW – Parkside employee whose appointment ended more than one year ago

**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.).

Department/Unit Contact Name:

Email completed forms to [travel@uwp.edu](mailto:travel@uwp.edu)

Non-Employee Information			
<p><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. Checks must be mailed directly to the recipient. Checks cannot be sent to the department for pickup. <b>DO NOT enter the department address on this form.</b></p>			
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:	Fund:	Project:
Date of First Travel Expense (e.g., date of airfare purchase):			
Business Purpose:			
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 contact <a href="mailto:travel@uwp.edu">travel@uwp.edu</a> for additional instructions.	
<p><b>Alternate Information:</b> <i>Note: An alternate is a UW – Parkside 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</i></p>			
Last Name	First Name	UW Empl ID	E-mail Address
<p><b>Approver Information:</b> <i>UW – Parkside employee who will approve expense reports on behalf of the above non-employee</i></p>			
Last Name	First Name	UW Empl ID	E-mail Address
<p style="text-align: center;"><b>Comments</b></p>			