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			
Note: Complete only the information that needs to be changed.			
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
☒	☐	Connelly	Dana	00091534	Dana.connelly@wisc.edu
☒	☐	Snell	Robin	00254247	Robin.snell@wisc.edu
☐	☐				
☐	☐				
☐	☐				

Return to: Dana Connelly, dana.connelly@wisc.edu

Web Address
Updated 3/30/2018