
Non-Employee Travel and Expense

This instructional guide is designed for those responsible for submitting travel transactions on behalf of eligible non-university employees.

Terms

Non-employee: An individual who is not an employee of the University of Florida. Some typical examples of travel reimbursement for non-employees include:

- Job applicants
- Guest speakers
- Students
- Foreign nationals

Process

1. Contact your department's UF Identity Coordinator to acquire a UFID number for the non-employee.
 - a. A list of UF Identity Coordinators can be found at <http://identity.it.ufl.edu/process/uf-identity-registry/> Assistance > Please contact your **Identity Coordinator**.
 - b. If there is no Identity Coordinator listed for your department, contact your Department Security Administrator (DSA) to determine who in your department is responsible for UF directory entries.
 - c. Your Identity Coordinator will be able to give you the UFID for the non-employee.
 - d. If the non-employee does not already have a UFID number, the Identity Coordinator will be responsible for entering the non-employee into the directory to obtain a UFID.
2. Open the Non-employee Request Form.
 - a. The Non-employee Request Form can be found on the Finance and Accounting website at <http://www.fa.ufl.edu/>.
 - b. Click **Forms and Resources > Forms > University Disbursement Services > Travel and Expense Module Non-Employee Request**.
3. Complete the Non-employee Request Form. Be sure to include the following information:
 - a. The non-employee's name, UFID, and address.
 - b. The department for which the non-employee is traveling.
 - c. That department's PO Box, telephone number, and DeptID.
 - d. The name and UFID of the Originator creating the travel workflow for this non-employee.
4. Send the completed Non-employee Request Form by fax to the UF Travel Office at travel@ufl.edu.
 - a. The Travel Office will process the form within 24 hours.
 - b. Once the Travel Office has confirmed the processing of the form, the originator will be able to select the non-employee to complete the travel transaction.

If you need further assistance with...

- Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.
- Policies and Directives, contact the Travel Office at 392-1245.