UF | Training & Organizational Development
Human Resources
UNIVERSITY *of* FLORIDA

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** > **Travel** > **Non-Employee Travel Request Form**
3. Complete the Non-employee Request Form. Be sure to include the following information:
   a. The department for which the non-employee is traveling.
   b. That department's PO Box, telephone number, and DeptID.
   c. The Department Approver & Approver UFID.
   d. The name of the person that requested.
   e. The non-employee's name, UFID, and address.
   f. The name and UFID of the Originator creating the travel workflow for this non-employee.
4. Send the completed Non-employee Request Form 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.