[Travel and Expense for a Non-Employee]

This instructional guide is designed for those responsible for submitting travel transactions on behalf of eligible non-university employees. This guide illustrates the procedures for adding a non-employee for purposes of travel reimbursement.

NOTES
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
- Contact your department’s UF Directory Coordinator to acquire a UFID number for the non-employee.
  - A list of UF Directory Coordinators can be found at the Bridges website at www.bridges.ufl.edu under Services > Directory > Assistance > Please contact your Directory Coordinator.
  - If there is no Directory Coordinator listed for your department, contact your Department Security Administrator (DSA) to determine who in your department is responsible for UF directory entries.
- Your Directory Coordinator will be able to give you the UFID for the non-employee.
- If the non-employee does not already have a UFID number, the Directory Coordinator will be responsible for entering the non-employee into the directory to obtain a UFID.
- Complete a Non-employee Request Form.
  - The Non-employee Request Form can be found on the UF Bridges website at www.bridges.ufl.edu under Services > Travel > Add a Non-employee Request
  - Be sure to include the following information:
    - The non-employee’s name, UFID, and address.
    - The department for which the non-employee is traveling.
      - That department’s PO Box, telephone number, and DeptID.
    - The name and UFID of the Originator creating the travel workflow for this non-employee.
- Send the completed Non-employee Request Form by fax to the UF Travel Office at (352) 392-0081.
  - The Travel Office will process the form within 24 hours and notify the individual who submitted the request.
  - 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.
- Should you need further assistance, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.