

## Submitting Reimbursements for Non-Employees Overview

This Quick Reference Guide (QRG) is designed to walk non-employees through the process of submitting reimbursements. If you are an **employee** of the university, you will create an expense report in Workday to be reimbursed. If you are a **non-employee** or **contingent worker**, you will be reimbursed in the following ways:

- Medical Center and UPG employees can submit an **expense report** through Workday.
- All other non-employees or contingent workers will need to work with an employee to submit a **supplier invoice request**.

## Guidance on Submitting an Expense Report

If you are a **Medical Center** or **UPG employee**, you can submit an expense report for reimbursement. This is allowed if you are using **academic funding** (academic worktags) when submitting your expenses.

- For instructions on how to create and submit an expense report in Workday, refer to the [Create Expense Report QRG](#).
- If you do not have academic funding, please review the guidance below on submitting a supplier invoice.

## Guidance on Submitting a Supplier Invoice Request

If you are a student worker or not a medical center/UPG worker (using academic funding), you will need to first **register as an individual payee** in Payment Works before a supplier invoice request can be submitted.

- To register as an individual payee, connect with your **UVA department contact** for them to send the PaymentWorks Registration invitation.
- For instructions on how to complete registration for an individual payee, refer to the [Individual Payee Registration Process](#).



Individual Payees and Suppliers **cannot** initiate PaymentWorks Registration on their own. The Supplier Management Team can send invitations; however, it is preferred that the UVA department contact who will be working with the Individual Payee to initiate the registration.

Once registered, you will need to work with a university employee who has the **Procurement Shopper** role to start the supplier invoice request process. This employee will need to complete the **Non-Employee Travel Reimbursement Form** and submit it with the supplier invoice request.

- Employees can select this link, [Non-Employee Travel Reimbursement Form](#), to access the form.
- For instructions on how to create a supplier invoice request in Workday, refer to the [Create Supplier Invoice Request QRG](#).



Signatures will no longer be required on the Non-Employee Travel Reimbursement Form as all supplier invoice requests will go through approval routing in Workday.

### Access Additional Resources

For more information, please see below additional resources that are available to you:

- [Use PaymentWorks](#) – This page details the PaymentWorks process for UVA Departments, Suppliers, and Individual Payees.
- [Individual Registration Process with PaymentWorks](#) – This page contains the link to a PowerPoint breakdown detailing how to complete registration for an “Individual Payee.”
- [Supplier & Payee Registration](#) – This page details the contact information for those who are having difficulty registering and provides useful information for Departments to use to support non-employees.
- [Non-Employee Travel Reimbursement Form](#) – This contains the PDF link to the current Non-Employee Travel Reimbursement Form.
- [Create Expense Report QRG](#) - This Quick Reference Guide (QRG) is designed to walk employees through the process of creating an expense report in Workday.
- [Create Supplier Invoice Request QRG](#) - This Quick Reference Guide (QRG) is designed to walk a Procurement Shopper through the steps to create a supplier invoice request in Workday.