

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.