

Participant and Non-Employee Reimbursements

Register as UGA Vendor

- **DOMESTIC INDIVIDUALS**
 - Should register at this link <https://suppliers.uga.edu>.
 - Step-by-step instructions with screenshots can be found here (on page 6-12):
<https://isl.uga.edu/wp-content/uploads/sites/8/2021/02/Supplier-Registration-for-Individuals-2021.pdf>

- **INTERNATIONAL INDIVIDUALS**
 - International visitors should send their completed [W-8BEN form](#) (form: <https://www.irs.gov/pub/irs-pdf/fw8ben.pdf>, instructions: <https://www.irs.gov/pub/irs-pdf/iw8ben.pdf>) to the OneSource Service Desk at onesource@uga.edu to complete the supplier registration process.
 - Once approved, a supplier number will be given.

Complete Non-Employee Payment form

- https://busfin.uga.edu/forms/Non_emp_payment.pdf
 - Please submit this form along with receipts

Email PDFs of the following *

- Completed Non-Employee Payment Form
- If reimbursing travel expenses: detailed receipts showing payment
- INTERNATIONAL VISITORS: **in addition** to the above documents, please include:
 - Copy of passport
 - Copy of I-94
 - Copy of visa
 - "Honoraria Payments are only permitted to B1, B2, WB, WT and J1 visa holders" https://busfin.uga.edu/payroll/ITC_honoraria/
 - J1 visa holders also need DS2019
 - WT/WB visa holders may only have the I-94 card and passport

***Email forms to fcbsc-PAMS@uga.edu with the subject line GA Topology Conference Reimbursement**