

Non-Employee TMEA/eReimbursement Process

- 1) Submit an [eReimbursement Non-Employee Setup Form](#)
 - The alternate listed on this form will also be the individual who completes the TMEA form on behalf of the non-employee

- 2) Once a completed setup form has been returned and a non-employee ID number has been assigned, the assigned alternate should login and complete a [TMEA form](#)
 - The alternate should submit the form as if they are the traveler
 - In the additional comments box on the bottom of the form, please provide the name of the non-employee and the non-employee ID number provided on the completed setup form.

- 3) Route TMEA form for approvals

- 4) Attach completed/approved TMEA form (pdf) to the eReimbursement submission along with any other required documentation for payment.