

## Non-Employee Setup

Please type or print information clearly

### Process for setting up a non-employee to be reimbursed for business expenses

Individuals who are not contractor employees are considered “non-employees”. These individuals are sometimes asked to perform a business function under the Leidos Biomed contract with NCI. Allowable expenses incurred are reimbursed directly to the individual by Leidos Biomed through the Deltek Travel and Expense system. NOTE: Leidos Biomed cannot reimburse government employees for any expenses.

For a non-employee to be reimbursed they must be setup in Costpoint as a vendor and as a “subcontractor employee”. They must also be setup in the non-employee group in Deltek.

Program administrators requesting a non-employee to be reimbursed must complete the information below. Submit this form encrypted, along with W-9 or W-8BEN, to [apvendorsetup@mail.nih.gov](mailto:apvendorsetup@mail.nih.gov) once an agreement with the non-employee is entered into. The non-employee must be activated in the system to allow an expense report to be entered. This process may take up to 48 hours.

**Non-Employee Information. Note: This must match the W-9 or W-8BEN.**

1. First Name	2. Last Name
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**Program Administrator Information. Note: Individuals entering and approving expenses must be Leidos Biomed employees. Government employees will not be set up or have access to the Deltek Travel and Expense System.**

3. First Name	4. Last Name	
5. Employee Number	6. Email Address	7. Telephone

**Approval Information**

8. First Name	9. Last Name	
10. Employee Number	11. Email Address	12. Telephone

## **Non-Employee Setup – Instructions**

1. Enter the first name of the non-employee.
2. Enter the last name of the non-employee.
3. Enter the first name of the program administrator.
4. Enter the last name of the program administrator.
5. Enter the employee number of the program administrator.
6. Enter the email address of the program administrator.
7. Enter the telephone number of the program administrator.
8. Enter the first name of the individual providing approval.
9. Enter the last name of the individual providing approval.
10. Enter the employee number of the individual providing approval.
11. Enter the email address of the individual providing approval.
12. Enter the telephone number of the individual providing approval.