



UNIVERSITY OF NORTH CAROLINA WILMINGTON

# Travel Vendor Setup Form

\* Completed forms must be emailed to [newvendor@uncw.edu](mailto:newvendor@uncw.edu).

\* **Legal name is required for setup purposes - First, Middle, Last, Suffix**

\* Examples of a non-employee traveler are a search candidate, athletic recruit and guardian, independent contractor, etc.

\* For questions regarding this form, email [travel@uncw.edu](mailto:travel@uncw.edu).

### Employee Traveler:

\*This section is for updating current employee information

Legal Name: \_\_\_\_\_ Full Legal Name & Suffix Required      UNCW ID Number: 850

Department Name: \_\_\_\_\_      Campus Box #: \_\_\_\_\_

Building Name & Office Number: \_\_\_\_\_

### Non-Employee Traveler:

Legal Name: \_\_\_\_\_ Full Legal Name & Suffix Required      Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_      City/State/Zip: \_\_\_\_\_

Have you been affiliated with UNCW in the past?      Yes      No

Is this an address change?      Yes      No      Phone Number: \_\_\_\_\_

Department entering travel: \_\_\_\_\_      Person entering travel: \_\_\_\_\_

### Student/Student Employee Traveler:

Legal Name: \_\_\_\_\_ Full Legal Name & Suffix Required      UNCW ID Number: 850

Mailing Address: \_\_\_\_\_      City/State/Zip: \_\_\_\_\_

Is this an address change?      Yes      No

Email Address: \_\_\_\_\_      Phone Number: \_\_\_\_\_

Department entering travel: \_\_\_\_\_      Person entering travel: \_\_\_\_\_

### Vendor/Prepaid Payee (i.e.: Prepaid Registration)

Vendor/Payee Legal Name: \_\_\_\_\_ Full Legal Name & Suffix Required      Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_      City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_      Website Name: \_\_\_\_\_