



NON-EMPLOYEE PROFILE CREATION REQUEST

Individual submitted on this form will be added to the USF HR system for the purposes of reimbursement of travel expenses. Please submit this form via e-mail to travelhelp@usf.edu

Important!

When engaging new international non-employee travelers, you must inform them of USF’s European Union General Data Protection Regulation (EU GDPR) practices using the notice on page 2 of this form, also available at <http://www.usf.edu/business-finance/controller/documents/ucoeugdprnotice062618.docx>.

NON-EMPLOYEE TRAVELER INFORMATION

Name (As it appears on Social Security card):

First Middle Last
Any other name used at USF: Date of Birth: Month Day Year

Address City State Zip Code

E-mail

Relationship to USF: Student Guest Other (describe)

Ever employed by USF or already assigned GEMS record? If yes, provide GEMS number:

Current or past student at USF? If yes, provide Student U Number:

Note: For students enrolled at USF, you are required to report travel expenses related to an educational pursuit that will result in credit to University Scholarships & Financial Aid Services.

US Citizen? Yes No

(Please consult with the Payroll and Tax Services at UCO_Payroll_NRAIC@usf.edu to ensure that payment to a non-resident alien is allowable)

Profile activation date OR date first travel expense is/will be paid by Traveler or Department:

(Note: Providing inaccurate date above will result in system issues during workflow)

DEPARTMENT INFORMATION

Department Name:

FAST Department Number: Travelers GEMS Department Number:

Travel Coordinator/s who will enter Travel Transactions

Name: Employee ID:

FAST user ID: U#:

Supervisor for Approval Workflow (USF employee responsible for Non-employee’s travel):

Name: Employee ID:

FAST User ID: U#:

NOTICE REGARDING PROTECTION OF PERSONAL DATA – INDIVIDUALS DOING BUSINESS WITH THE UNIVERSITY OF SOUTH FLORIDA

Pursuant to the provisions of Regulation (EU) 2016/679 (“Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data”, hereinafter “the EU GDPR”), we hereby inform you that the University of South Florida (hereinafter referred to as “USF”), in its capacity as a Data Controller, pursuant to Article 12 of the EU GDPR, of the processing of your personal data and information, is required to provide you with the following information:

1. All personal data you have provided to USF, as well as any entity from who personal data are collected, and all the further data provided in order to allow the conduct of business with you, will be processed and handled by USF in accordance with its policies and with the aforementioned EU GDPR, and with the principles of fairness, lawfulness, transparency, purpose limitation, accuracy, storage limitation, integrity and confidentiality and accountability, as well as the utmost protection of your privacy.
2. All data shall be processed exclusively for USF institutional purposes, connected or related to the conduct of business with you. In particular the data supplied or collected will be processed for the following purposes:
 - a. To fulfill the obligations established by any applicable law, including the regulations or the European Union Law, with specific reference to immigration, labor, tax, social security contributions requirements, formalities, and the like;
 - b. To execute the contractual obligations between you and USF.
 - c. Any refusal to provide information will make it impossible for USF to conduct business with you.
3. All personal data will be collected and processed automatically and/or manually in compliance with the provisions of the EU GDPR and by adopting the appropriate data protection measures, securing strictly monitored access.
4. You will be able to exercise any and all other rights, as applicable, pursuant to Articles from 15 to 22 of the EU GDPR, namely right of access, right to rectification, right to erasure or “to be forgotten”, right to restriction of processing, right to data portability, right to object, per Regulation (EU) 2016/679: http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.L_.2016.119.01.0001.01.ENG&toc=OJ%3AL%3A2016%3A119%3ATOC
5. Please be also informed that:
 - a. The period for which your personal data will be stored will be from now until no longer needed for compliance with U.S. laws.
 - b. You can withdraw your consent, if granted below, at any time and even only orally, but this will not affect the lawfulness of processing your personal data based on your consent before withdrawal.
 - c. You have legal rights and remedies against any breach of your personal privacy according to articles 77 to 84 of the EU GDPR.
6. Permission is given for personal data to be transferred overseas pursuant to the provisions of article 49 (1)(a) of the EU GDPR, and more specifically to the United States of America, and USF, even if this country were not considered a privacy safe harbor by the EU competent authorities due to the absence of appropriate safeguards unless otherwise communicated permission has been removed to data manager at USF.