**Non-Employee Profile Creation Request – Form Updated – Sent on Travel ListServ on 07/06/2018**

The Non-Employee Profile Creation Request form has been updated to be in compliance with recently implemented European Union (EU) Regulations.

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> .

Please ensure that you begin using the new form **immediately**. You can access the new form by clicking the link below

<http://www.usf.edu/business-finance/controller/documents/travelnonempprofile.pdf>

If you have any questions, please contact the Travel Help Desk at [travelhelp@usf.edu](mailto:travelhelp@usf.edu) .