

Vendor number

**JOHNS HOPKINS ACCOUNTS PAYABLE
NON-EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT
VENDOR ADD/CHANGE FORM**

(This form is to be used only for non-employee travel expense reimbursements that require a wire transfer)

Check one: **ADD NEW VENDOR** **ADDRESS CHANGE**
(Provide vendor # for addr. change request)

VENDOR NAME: _____		
ADDRESS: _____ _____		
CITY: _____	STATE: _____	ZIP: _____
PHONE: _____	EXT: _____	FAX: _____
COUNTRY: _____ (If other than US)		
<i>Intl. Wire Form required for all foreign vendors.</i>		
REQUESTOR INFORMATION:		
http://ssc.jhu.edu/accounts payable/DataFiles/INTLWIREINFO.pdf		
REQUESTED BY: _____		
PHONE & EMAIL ADDRESS: _____		
DATE: _____		

**SEND COMPLETED FORM TO: TRAVEL UNIT A\P
FAX # 443-997-3554
CONTACT: TRAVEL UNIT – <http://ssc.jhu.edu/accounts payable/index.html> staff contacts**

**Before completing this form, do a complete search for your vendor:
<http://ssc.jhmi.edu/accounts payable/DataFiles/Vendor Search and Setup.pdf>
Turnaround time for vendor setup is 2 to 3 business days after all relevant information has been received.**