

Direct Deposit of Travel and Accounts Payable Reimbursements

NOTE: The website URL for **Workday reference guides** that are referenced in this section is:
<https://confluence.esg.wsu.edu/display/WKB/Workday>

OVERVIEW

A WSU employee, student, or non-WSU individual who is not a vendor may authorize Travel Services or Accounts Payable to deposit reimbursements into any U.S. bank or credit union which is a member of an automated clearing house.

Travel and Accounts Payable reimbursements are processed through the Expense Report business process in Workday. (Accounts Payable reimbursements are referred to as confirming reimbursements in the Expense Report.)

The Complete Payment Elections business process in Workday is used to authorize direct deposits of such reimbursements. (See the Workday Complete Payment Elections reference guide.)

An employee may authorize direct deposit in Workday by following the instructions in the Workday Complete Payment Elections reference guide. WSU departments must process a nonemployee as a supplier in Workday and then establish direct deposit with the individual's checking account.

See *BPPM 70.31* and *95.20* regarding requesting reimbursement for food or travel expenses.

AUTHORIZATION PROCEDURES

Employees and Students

To authorize Travel Services or Accounts Payable to directly deposit a reimbursement to a checking account, employees and students with WSU Network IDs (NIDs) and passwords must submit payment elections in Workday. See the Workday Complete Payment Elections reference guide for instructions.

See *BPPM 85.37* for further information regarding NIDs.

Nonemployee Individuals Without Assigned Network IDs

Nonemployee individuals without assigned WSU NIDs may be authorized for direct deposit of reimbursements by the WSU department completing and submitting the Create Supplier Request in Workday and attaching the individual's checking account information.

TRAVEL
95.21.2
Revised 1-21
Travel Services
509-335-2034
Accounts Payable
509-335-2060

BUSINESS POLICIES AND PROCEDURES MANUAL

Direct Deposit of Travel and Accounts Payable Reimbursements

Nonemployee Individuals Without Assigned Network IDs (cont.)

Submit a completed Travel / Accounts Payable Reimbursement Direct Deposit Authorization form, and a preprinted, voided check, or a copy of a preprinted, voided check, as attachments to the Create Supplier Request in Workday. The Create Supplier Request is routed to General Accounting to establish a payee.

The direct deposit authorization form is available in PDF format on the Procedures, Records, and Forms (PR&F) website at:

policies.wsu.edu/prf/index/forms/

Nonemployee individuals without assigned NIDs must submit changes and cancellations to direct deposit accounts through the WSU department or General Accounting.

DIRECT DEPOSIT TIMING AND ACTIVITY

After the direct deposit is in place, reimbursements are credited to the individual's bank account. Generally, funds are available within three business days after the reimbursement **Paid Date** indicated when viewing an Expense Report in Workday. (See *BPPM 70.20* and *95.20* and the Workday Create Expense Report reference guide.) Individuals without access to Workday may contact the department administrator, Travel Services, or Accounts Payable for the status of the reimbursement.

Employees and students may view direct deposit activity in Workday. See the Workday Complete Payment Elections reference guide for instructions.

DIRECT DEPOSIT CHANGES AND CANCELLATION

It is the responsibility of the account holder to cancel the direct deposit authorization when necessary and update any changes to:

- Bank or credit union routing number
- Checking account number
- Account holder's e-mail address

Employees and students must submit changes through the online self-service process. (See the online procedures under [Employees and Students](#).)

Nonemployee individuals without assigned NIDs must submit changes and cancellations through the procedures under [Nonemployee Individuals](#).

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Returned Deposit

If WSU receives a notification of a returned deposit from the bank or credit union, Travel Services or Accounts Payable removes the direct deposit from Workday. Future reimbursements for the individual are processed as paper checks and mailed to the address provided on the request for reimbursement.

The individual must set up a new direct deposit authorization to receive reimbursements by direct deposit again.