Direct Deposit of Travel and Accounts Payable Reimbursements

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 Purchasing, Accounts Payable, and Receiving (PAPR) application in the Administrative Information System (AIS). (See BPPM 85.33.) PAPR is separate from the system used by Payroll Services to process paychecks (see BPPM 55.50) and requires a separate direct deposit authorization.

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 utilize the online self-service process. The online form is available from the Business Services/Controller E-Commerce webserver and the myWSU portal:

- Select the direct link to the online Self Service Direct Deposit Authorization form.
- Select Main Menu --> Self-Service --> Campus Finances --> Manage My Bank Accounts at:

  my.wsu.edu

See BPPM 85.37 for further information regarding NIDs.

Non-Vendor Individuals Without Assigned Network IDs
Non-vendor individuals without assigned WSU NIDs may authorize direct deposit of reimbursements by completing and submitting a paper copy of the Travel / Accounts Payable Reimbursement Direct Deposit Authorization form. The form is available in PDF format on the Procedures, Records, and Forms (PR&F) website at:

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

Submit the completed direct deposit authorization form and a preprinted, voided check or a copy of a preprinted, voided check to Travel Services or Accounts Payable, as appropriate.
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**Non-Vendor Individuals Without Assigned Network IDs (cont.)**

NOTE: For security and financial protection, if the authorization is submitted through a WSU department, the department must put the authorization form and voided check in a sealed business envelope before placing the documents in an interdepartmental envelope.

**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 in the PAPR application in the online AIS. (See BPPM 85.33.) Individuals without access to PAPR 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 the myWSU portal website at:

my.wsu.edu

Select **Main Menu--> Self-Service-->Campus Finances--> Account Inquiry-->Activity**

The portal allows search by date to view all direct deposit activity for the requested time period.

**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).

Non-vendor individuals without assigned NIDs must submit changes and cancellations through the paper request. (See the procedures under Non-Vendor Individuals).

**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 PAPR. 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 in order to receive reimbursements by direct deposit again.