Direct Deposit of Travel and Accounts Payable Reimbursements

OVERVIEW
A WSU employee may authorize Travel Services or Accounts Payable to deposit his or her reimbursement in any U.S. bank which is a member of an automated clearing house.

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

PROCEDURES
To authorize Travel Services or Accounts Payable to directly deposit a reimbursement to a checking account, the employee may use an online process or a paper process.

Online Direct Deposit Request

Online Through MyWSU
Complete an online request to sign up for Travel/Accounts Payable Direct Deposit. The myWSU form is available from the Main Menu-->My Profile area of the myWSU portal website at:

my.wsu.edu

Online Through Travel Services
Complete the web application located on the Travel Services website at:

travel.wsu.edu/directdeposit.html

 Deposited in Account
After the direct deposit process is in place, reimbursements are credited to the employee's bank account. Generally, funds are available within three business days after the entry for the reimbursement appears in the online myWSU system. Employees should verify bank balances before writing checks.

View Status
The employee may view the status of his or her reimbursement direct deposits from the myWSU portal website. To access the website, go to:

my.wsu.edu

Under Finances, Select View Activity.

Changes
Direct deposit of reimbursements to the specified checking account continues until the employee discontinues the direct deposit by going online to the myWSU or Travel Services website indicated above.
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| **Paper Request** | Complete a Travel / Accounts Payable Reimbursement Direct Deposit Authorization form. 

Submit the completed direct deposit authorization form and *a preprinted, voided check or a copy of a preprinted, voided check* to Travel Services.

NOTE: For security and financial protection, put the authorization form and voided check in a sealed business envelope *before* placing the documents in an interdepartmental envelope.

After the direct deposit process is in place, Travel Services or Accounts Payable notifies the employee by e-mail when each direct deposit transaction is processed.

| **Changes** | Direct deposit of reimbursements to the specified checking account continues until the employee gives Travel Services or Accounts Payable written or online notice to change the account, to discontinue the direct deposit, or to make any other changes in the service. To request changes or discontinue direct deposit online, see the procedures under [Online Direct Deposit Request](#).