



**Policy: Direct Deposit for Expense Reimbursement**

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Financial Affairs Department  
Procurement Policies and Procedures

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### Policy

To allow University employees the ability to have travel and business expense reimbursements deposited directly into a specified bank account.

### Procedures

#### **Signing up:**

Employees may sign up for reimbursement direct deposit by filling out a [Reimbursement Direct Deposit Request Form](#). Follow the instructions, complete the form and forward to the Procurement Department.

Reimbursements can only be deposited into one bank account number. Employees may use the same bank account currently used by Payroll.

#### **Receiving Payment:**

Payments for reimbursements will be processed every Friday. All check stub information will be sent through campus mail. In the near future, this will be sent to you via your villanova email account.

Employees that have direct deposit through Payroll and use the same bank account will receive their next reimbursement as a direct deposit.

Employees that do not have Payroll direct deposit or use a new/different bank account number then supplied to Payroll will receive their first reimbursement in the form of a check. Direct deposit will start with the second reimbursement after signing up for direct deposit. This is so that the Procurement Department can perform a test to ensure that the routing and bank account numbers are correct.

#### **Changing Deposit Accounts:**

Changing a bank account for reimbursement direct deposit can be done by filling out a Reimbursement Direct Deposit form. This form may then be submitted to the Procurement Department. If you are changing to a new/different bank account number then the one supplied to Payroll, you will receive your next reimbursement in the form of a check. Direct deposit will start with the second reimbursement after changing account numbers. This is so that the Procurement Department can perform a test to ensure that the routing and bank account numbers are correct.

**Canceling:**

To discontinue receiving reimbursement by direct deposit a Reimbursement Direct Deposit Request form must be submitted to Procurement.