

New Direct Deposit Process for Travel Reimbursements

Effective November 1, 2015 the direct deposit for travel reimbursements will change from the Commonwealth of Virginia Electronic Data Interchange (EDI) to a Mason direct deposit process in Banner Self Service.

Travelers who currently receive direct deposits are enrolled in the Commonwealth of Virginia's EDI program and should set up a new direct deposit in Banner Self Service before November 1, 2015. The EDI bank information will not be transferred nor will the bank account for payroll direct deposit be automatically used for travel reimbursements.

Set up takes only a few minutes and does not require a void check.

To establish a direct deposit bank account (Accounts Payable Deposit) in Banner Self-Serve (Patriot Web) for receipt of travel and other reimbursement payments:

1. Log into Patriot Web with Mason Net ID and password
2. Select Employee Services
3. Select Pay Information
4. Select Direct Deposit Allocation
5. Select Update Direct Deposit Allocation (bottom of page)
6. Please read the Accounts Payable Deposit instructions under the heading "Travel and Other Reimbursements..."
7. In the Add Allocation section, provide bank information including routing number and account number to be used for Accounts Payable reimbursements. This may be the same bank account as the Payroll Allocation account or a different bank account.
8. Select Accounts Payable Deposit check box
9. Do NOT check the Payroll Deposit box
10. Email confirmation of direct deposit change will be sent to employee.

Note: An employee may have only one Accounts Payable Deposit bank account. To change an existing Accounts Payable Deposit, you must first inactivate the existing account and then follow the steps above to enter the new bank information.

Please contact travel@gmu.edu or 3-2580 with any questions or concerns.

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