

## Direct Deposit for Travel and Relocation reimbursement, January 2011

Per the SLAC Today announcement, direct deposit is now available for travel and relocation reimbursement. Please remember to use the expense form from the travel website as the foreign and relocation expense reports have been revised to include a direct deposit option:

<http://www-group.slac.stanford.edu/ocfo/travel/forms.html>

The domestic travel system already has a direct deposit option. Please do not have checks mailed to me anymore. Only the traveler will be notified of the direct deposit payments - NOT THE DEPARTMENT ADMINISTRATOR. If there is an issue with your payments you will need to let me know.

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How to Track Payments:

FY2011 travel expense logs for domestic, foreign and visitor travel can now be accessed this SharePoint site.

<https://slacspace.slac.stanford.edu/sites/operations/ocfo/Travel/default.aspx>

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Continue to route your expense forms through me.

SLAC Today Announcement, Thursday January 13, 2011

## **Expense Reimbursement by Direct Deposit Is Coming**

*by Lori Zscherpel*

SLAC staff can now save time spent picking up and depositing expense reimbursement checks. Payment using direct deposit will be available starting next Tuesday, January 18, for employee reimbursements of travel and other approved expenses. This service is available to lab employees who are signed up for direct deposit with the SLAC Payroll Department. Details:

- To request reimbursement by direct deposit, simply verify that this option is indicated on your travel expense report or special payment form. This will be the default option for special payment forms, and the first choice on travel expense reports.
- Payment will be deposited to your primary bank account, as filed with the Payroll Department, within one to two business days of processing by Accounts Payable staff.
- You will receive an e-mail indicating that the reimbursement has been made.

Please note that contractors, visitors and Stanford pay rolled employees are not eligible for this service.

Any employees who currently do not have direct deposit set up for their paychecks and reimbursements are encouraged to sign up, using the [online direct deposit form](#).