To: Departmental Business Managers  
From: Martha Pendergrass  
Director of Accounts Payable  
Re: Electronic Payments for Travel Reimbursements

Currently University checks are written through Accounts Payable for travel reimbursements and payments to vendors. A process to provide electronic funds transfers (EFT) for travel reimbursements and vendor payments has been developed. Travel reimbursements will be the first use of the EFT process. Use of EFT for vendor payments will follow.

Use of EFT for travel reimbursements offers several advantages:

- Payments are electronically deposited to traveler’s bank account.
  Travelers receive a notification to document the bank deposit.
- Travelers do not have to deposit or cash a check.
- Payments are received more timely by 1-2 business days.
- The University improves its internal control by not handling negotiable checks.

Use of EFT for travel reimbursements is not required, although I recommend its use. So that Travel Accounting can discern which travel reimbursements can be processed using EFT, the certification signed by the traveler on the travel reimbursement form (TR-1) has been modified as follows. The change in the certification is noted in bold type.

Under penalties of perjury I certify this is a true and accurate statement of the city of lodging, expenses and allowances incurred in the service of the State and that I have not claimed reimbursement for expenses paid or to be paid by another organization. Unless I have marked out this sentence, I voluntarily give permission to the University to electronically deposit my travel reimbursement to the bank account I use for Payroll direct deposit or another bank account I have indicated on form TR-3 Direct Reimbursement Deposit Authorization.

__________________________
Traveler Signature / Date