



DIRECT DEPOSIT OF TRAVEL AND OTHER REIMBURSEMENTS

To receive direct deposits of travel and business expense reimbursements, faculty and staff should establish an Accounts Payable Deposit account in [Patriot Web](#). Set up takes only a few minutes, does not require a void check and is available to all Mason faculty and staff including those who travel infrequently.

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 the 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.