

Accounts Payable

4400 University Drive, MSN 3C1, Fairfax, Virginia 22030-4444
 Phone: 703-993-2580; Fax: 703-993-2589

Direct Deposit of Travel and Other Reimbursements

To receive direct deposits of travel and business expense reimbursements, faculty and staff are highly encouraged to establish an Accounts Payable Deposit account in [Patriot Web](#). Set up takes only a few minutes, does not require a voided 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 and Student Refunds”
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. Do NOT check the Payroll Deposit check box
9. Select “Save” when done. Email confirmation of the direct deposit change will be sent to employee

Travel and Other Reimbursements and Student Refunds:
Beginning November 1, 2015 travel and other reimbursements processed through Accounts Payable can be handled as direct deposits to a single bank account. Faculty and staff who have reimbursements should create an Accounts Payable bank account by going to the “Add Allocation” section at the bottom of the page (under the heading “Travel and Other Reimbursements and Student Refunds”), and placing a checkmark in the Accounts Payable Deposit box. Do not check the Payroll box. Then select the **Save** button.
 If you are a Student, you may already have an Accounts Payable Deposit account set up for student refunds. If this is the case, no action is needed.

Payroll Allocation:					
Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent Status
Bank			Savings	1 ▼	\$ 00 Active
Bank			Checking	2 ▼	Remaining Active

*** - indicates a required field.**

Add Allocation:

Bank Routing Number: *

Account Number: *

Account Type: ▼

Remaining Amount:

Amount or Percent: Percent ▼

Payroll Deposit:

Accounts Payable Deposit:

[Direct Deposit Allocation](#)

Image above shows section in Patriot Web where the Accounts Payable allocation is added

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.