



Division of Financial Services
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Memo-11-03
December 1, 2010

TO: President, Provost, Vice Presidents, Vice Provosts,
Deans, Directors, and Department Heads

FROM: Fran Willbrant, Assistant Vice President *Fran Willbrant*
Division of Financial Services

CONTACT: Sabrina Ritter, Assistant Director, Accounts Payable, Extension 2-1845

SUBJECT: Electronic Funds Transfer for Employee Travel and Expense Reimbursements

The State of Kansas has mandated that employee reimbursements be handled as electronic funds transfers (EFT).

In response, we have developed a process to provide employees a single point of entry for EFT information for both payroll and employee reimbursements. Effective December 7, 2010, a new "Authorization for Direct Deposit" form will be available, and the Employee Self Service Portal in the Human Resource Information System (HRIS) will be changed to allow for both the submission of payroll bank account information and employee reimbursement bank account information.

Many employees already use EFT as their method of travel and expense reimbursements and those employees will **not** experience a change in the reimbursement process. For employees that have previously received their travel and expense reimbursements by check, the bank account provided by the employee to Payroll Services and designated as the "priority/deposit order #1" account will be the account utilized for employee reimbursement EFT's. If an employee would like to view the bank account referenced for use on travel and expense reimbursement EFT's, they may review and/ or modify their selections by going to the Employee Self Service webpage of the KSU Human Resource system <https://www.as.ksu.edu/psp/HRIS/>. Modifications may also be made using a hard copy of the "Authorization for Direct Deposit" <http://www.k-state.edu/hr/forms/>. The form should be completed and submitted to the Division of Human Resources. All future changes to bank account information will be made through this process.

As a convenience to the employee, the Division of Financial Services will provide notification by e-mail as business travel and expense reimbursements are issued.

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211 Anderson Hall
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220 Anderson Hall
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Purchasing
21 Anderson Hall
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206 Anderson Hall
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Sponsored Programs
10 Anderson Hall
785-532-6207
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