



UTRGV Employee Expense Reimbursement Payment Guidelines

These guidelines apply to full-time employees who receive reimbursement for travel or business expenses.

1. All full-time employees will be created as a vendor in Accounts Payable and linked to iShop.
2. All full-time employees signed up for direct deposit in Payroll will be enrolled in direct deposit for Accounts Payable via an automated link process, with no option to opt out.
3. The bank account selection will be based on the employee's most recent Payroll deposit. If the employee has multiple active bank accounts within their HR record, the AP automated link process will use the following logic to select a bank account:
 - a) If multiple checking or savings bank accounts exist in HR, and if the account is not a pay card routing number, the checking/savings account with the highest amount of funds deposited will be selected.
 - b) If multiple savings accounts exist, and the account is not a savings bond, the account with the highest amount of funds deposited will be selected.
 - c) If the employee only has a pay card routing number, then no bank account information will be created for the employee.
4. Changes to the employee's payroll direct deposit configuration will be updated in AP following the employee's most recent Payroll deposit. The automated AP link process will be scheduled to run on a nightly basis.
5. Employees who opt out of direct deposit in Payroll and instead choose to receive manual checks in Payroll will receive checks for reimbursement expenses from Accounts Payable which will be distributed to the campus mail address on record in their Human Resources employee record. Please note, it is the responsibility of the employee to update their campus mail address.
6. Non-full-time employees will need to request to be added to Accounts Payable via the [Vendor Setup Request form](#).