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BRC T&E Blast

## Direct Deposit and your Business Travel & Entertainment Reimbursements

Are you a new employee? Or maybe you've been around for a while but just changed banks or opened a new account? Here are some important details to be aware of before submitting your business travel and entertainment (T&E) reimbursements:

### How direct deposit impacts your T&E reimbursements

- Additions and changes to your direct deposit account information can take up to two pay periods to go into effect, subject to banking and payroll deadlines. That's up to two months for a monthly employee.
- Until the direct deposit is fully processed, your pay and T&E reimbursements will be issued in paper check and sent through US mail rather than by Electronic Funds Transfer (EFT).
- T&E reimbursement checks during this waiting period are automatically sent to your work address.
- If you do not receive your mailed reimbursement, please contact [Mark.Lozano@ucop.edu](mailto:Mark.Lozano@ucop.edu)

### Avoid reimbursement delays, confirm direct deposit is active!

- As a new employee, be assured that once you receive your first paycheck via EFT, your T&E reimbursements will also be deposited electronically.
- This is also true if you initiate changes to your existing direct deposit information. You will most likely receive at least one paper paycheck until the updates have been completed in the system. When you are again being paid via EFT, you know that your T&E reimbursements will also be direct deposited.
- Verify that your new or updated direct deposit information is in effect before submitting T&E reimbursements. Not sure? Submit an inquiry to [UCPath](#) to confirm.
- If your direct deposit is not yet active and you need immediate T&E reimbursement, please contact [Mark.Lozano@ucop.edu](mailto:Mark.Lozano@ucop.edu) **before** proceeding.

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