State employee travel and personal expense reimbursement detail
(State travel voucher or RAP form reimbursement)

Employees do not need to be added to the State-wide vendor file. Employee information from the state payroll system is used when issuing a travel/expense reimbursement as follows:

- The reimbursements will either be in the form of a direct deposit or a check based on how the employee is currently paid through PayServ. If direct deposit information does NOT exist in PayServ, the employee will receive their travel reimbursement in the form of a check.
- If direct deposit information exists, only the bank account type that is designated as ‘Balance’ will be used for reimbursement even though the employee may have multiple direct deposit accounts established.
- Employees that receive part or all of their pay in a check will continue to receive a check for their travel/expense reimbursements. However, that check will be mailed to the same address as the one that appears on the employee’s paycheck. There is no option to have travel reimbursements sent to a different address.
- Employees that have their full paycheck direct deposited to one bank account will have their travel/expense reimbursements deposited to that same account.
- Employees that have their direct deposit split across more than one account will have their travel/expense reimbursements deposited into the account where the balance of their pay goes. For example, if you have $300 per paycheck direct deposited to Bank A and the balance to Bank B, your travel/expense reimbursement will go to Bank B. If you are unsure how your direct deposit is set up in regard to multiple deposits or if you wish to make changes to your direct deposit account, please verify with the payroll office.
- Employees will not receive any notification that a direct deposit has occurred. Employees should anticipate reimbursement in the new format based on when their expense report (voucher or RAP) was submitted.
- Departments may confirm payment detail including check or ACH advice number using the State payment tab within the Procurement dashboard.
- Employee reimbursements for travel/expenses will be paid on an ongoing basis and are not impacted by the payroll schedule; employees will be reimbursed as reimbursement vouchers are processed.
- Individual banking institutions determine how direct deposit information is displayed on employees’ bank statements. An example is” NYS OSC ACH
Additional information regarding employee personal reimbursements (including Travel), from NYS Office of the State Comptroller (OSC) 6/1/2012

Since the go-live of the SFS, a very small number of direct deposits have not been distributed in an employee’s account as they expected. For example, instead of the direct deposit going into the employee’s checking or savings account, it was applied to their credit union loan. This is happening because the travel and expense direct deposit is being distributed by the employee’s financial institution, particularly credit unions, in the same manner as the payroll direct deposit. In most cases, the travel and expense direct deposit is being distributed to the employee’s satisfaction, but may not for others.

SFS, the Office of the State Comptroller, and the Department of Taxation and Finance – Division of the Treasury are working on a solution to prevent the distribution from mimicking the payroll distribution. Until a solution is in place, we ask that employees follow the steps outlined in the attachment to help ensure their travel and expense direct deposits go into their accounts as expected.

(from OSC) DEAR STATE EMPLOYEE

For years, State employees have requested direct deposit of travel and expense reimbursement, and this new service is now available to you through the new Statewide Financial System (SFS). SFS uses the information you provided to your agency Payroll Office to identify your financial institution (bank or credit union) and either an account number or member number (for credit unions).

If your travel and expense reimbursement is deposited directly into your financial institution and funds have been incorrectly deposited or distributed into one of your accounts, please work with your bank or credit union to make the appropriate corrections.

To ensure travel and expense reimbursements are deposited into the account(s) you want, you need to be aware of the following:

- It is your responsibility to ensure that the information supplied to your agency Payroll office correctly reflects both the financial institution and account(s) you want your funds deposited to. Check with your financial institution to make sure you have the correct account or member numbers. Supplying incorrect account/routing/member numbers will delay payment and will require reprocessing as a check.
- If you have separately directed your financial institution to distribute your deposits according to a specific plan, any direct deposits (payroll or expense reimbursement) will be distributed pursuant to this plan once funds are received by your bank or credit union.
- Accordingly, you should also review this distribution to ensure that, with the new deposit of expense checks, your wishes are correctly reflected. This may require you to change your distribution in anticipation of the expense reimbursements.

SFS, the Office of the State Comptroller, and the Department of Taxation and Finance – Division of the Treasury are working to improve the processing of direct deposit for travel and expense reimbursements.

Travel Services August 2012