

Travel Expense Reimbursement by EFT

Effective Monday October 15, 2007, most Western employees will be able to have their travel expense report and travel advance funds deposited directly to their bank account. In the On-line Travel Expense system this is referred to as EFT or Electronic Funds Transfer.

Employees who are processing on-line expense reports and travel advances and who have EFT for their payroll deposits are eligible to use EFT. Users will see a “Select EFT” button beside the “Finish and Submit” button on Expense Report and Travel Advance forms. Once this option has been selected, payments from the travel system will be made to the same bank account designated in the payroll system. In most cases, funds will be deposited to an employee’s bank account two business days after processing by Financial Services. Employees will receive a detailed notification email after all approvals are complete and prior to the payment being deposited.

When you click on the “Select EFT” button (shown below) you will be asked to confirm your decision. Once you have made this choice, EFT will be your default payment method for the current and future expense reports and travel advances.

Expense Report Totals			
Employee Expenses:	10.00 CAD	Due Employee:	10.00 CAD
Non-Reimbursable Expenses:	0.00 CAD	Due Vendor:	0.00 CAD
Prepaid Expenses:	0.00 CAD	Definition of Totals	<input type="button" value="Update Totals"/>
Employee Credits:	0.00 CAD		
Vendor Credits:	0.00 CAD		
Cash Advances Applied:	0.00 CAD		

[Why select EFT?](#) [Printable View](#)

For questions about expense reports or travel advances contact travel@uwo.ca or dial 85499 or 85496.

For information about accessing the On-line Travel Expense system contact finsys@uwo.ca or dial 85432.