

Reimbursement payments can be made via:

- **Direct Deposit (Highly Recommended)**
 - **Direct deposit is the fastest way to get your reimbursement payments. Payments via this method are easier to track and avoid any in transit issues.**
 - **Must be set up separate from payroll direct deposit.**
- Mailed directly to your home
- Sent to Extension and held 30 days for pick up

You can set up your preferred reimbursement method in the profile settings.



Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

Expense Settings

- Expense Information**
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Personal Car
- Favorite Attendees

Other Settings

- System Settings
- Concur Connect
- Mobile Registration

Expense Information

University Affiliation Staff	User Group UC Davis	Principal ID [REDACTED]	Principal Name Ilgacia
Reimbursement Currency US, Dollar	Default Chart/Account [REDACTED]	Default Sub Account [REDACTED]	Project [REDACTED]
Mailing Address Line 1 [REDACTED]	Mailing Address Line 2 [REDACTED]	Mailing Address Line 3 [REDACTED]	Mailing Address City [REDACTED]
Mailing Address State CA	Mailing Address Zip Code [REDACTED]	Mailing Address Country [REDACTED]	UCD Reimbursement Method 1. Direct Deposit/Paper Check
<input checked="" type="checkbox"/> U.S. Citizen?	Division (80) UNIVERSITY EXTENSION	Department (027025) UNIVERSITY EXTENSION	1. Direct Deposit/Paper Check 2. Mail to Department 3. Mail to Address in Profile 4. Bank Draft/Wire Transfer
Approval Type (Travel) UNIVERSITY EXTENSION	Billing ID ? 2942		

Reimbursements will be made once an expense report has been approved. In order to receive your payments as quickly as possible, direct deposit is highly recommended. See below for set up instructions.

Direct deposit for Aggie Travel needs to be set up separately from payroll direct deposit.

UC DAVIS DIRECT DEPOSIT

Sign up for Direct Deposit for your reimbursements today!

ADVANTAGES

- Safe & secure method of payment
- Improves service delivery
- Funds are available upon deposit

HOW TO ENROLL

- Go to directdeposit.ucdavis.edu
- Click on **Employee Reimbursement and Student Refunds Sign in to Direct Deposit HERE**
- Get your bank information ready:

Note: the routing and account numbers may be in different places on your check.

Bank Routing Number	Bank Account Number	Account Type
043731557890	4373156789	DDU
- Click on **Go to the [Enroll/Change Info](#) page to set up your account information. Enter your bank information & submit**
- You will receive a confirmation email

WELL DONE!

★ Reimbursement direct deposit takes 2-3 days to become active

Funds are available upon deposit.

Advantages

- Safe & secure method of payment
- Funds are available upon deposit

How to Enroll

1. Go to directdeposit.ucdavis.edu
2. Click on the link "**Employment Reimbursement and Student Refunds Sign up to Direct Deposit HERE**"
3. Get your bank information ready. You'll need:
 1. The bank number
 2. The bank routing number
 3. The bank account number
4. Click on "**Go to the Enroll/Change Info page to set up your account information**"
 1. Enter your bank information
 2. Click on the submit button
5. You will receive a confirmation email.

It takes about 2-3 weeks for your direct deposit to become