Add Bank Account Information for Reimbursement

This process adds a bank account for all expense reimbursements to be deposited into.

<table>
<thead>
<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>➤ Steps when accessing the EXPENSES area for the <strong>first time</strong>:</td>
<td></td>
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<tr>
<td>Navigation Path: Me → Expenses → Manage Bank Accounts</td>
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</table>

1.1 Go to the Expense Report workbench and Manage Bank Accounts

**TIP**: if you do not see this link, go to the Tasks icon on the right and choose Manage Bank Accounts

### Manage Bank Accounts

1.2 Add a new bank account

Click ![add icon] to add a new bank account and fill in required information

*Required Field – only fill in these 4 fields

By clicking the Info button next to Routing number, you can View where on the check you find the routing number.

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NOTE: if your Routing number is not accepted, please notify Accounts Payable at ap@gmhec.org

When completed:

Manage Bank Accounts

+ Primary

XXXXXXXXXX2554
○ United States
Routing Transit Number 211691185

Checking
Valid 01-Mar-2019

The check mark indicates your primary account – this is where your reimbursement will be deposited. Newly added accounts are automatically selected as primary.

Steps when you have previously accessed the Expense Area (the path is a little different)

Navigation Path: Me → Expenses → Expense Reports – click on Travel And Expenses link to get to the main page

Click on the Tasks icon and then “Manage Bank Accounts”

- Create Expense Items in Spreadsheet
- Manage Bank Accounts
- Manage Delegates
- View Cumulative Mileage

From here you can make changes to your previous entry, or add additional entries using the (+) icon.

You are all set to receive your expense reimbursements by Direct Deposit!