

**UNIVERSITY
of GUELPH**
FINANCIAL SERVICES
Revenue Control

****Please circulate to all employees who submit a Travel and Business Expense Claim****

To: All Employees Still receiving a Expense Claim reimbursement by Cheque, rather than EFT
Emailed to Financial Contacts, & ECS Contacts
[Memo to be posted at the Travel / Expense and the ECS web sites]

From: Glenn White, Manager, Revenue Control

Date: January, 6th, 2012

Subject: Switch Expense Claim System Claimants still on Cheque to EFT (Electronic Funds Transfer)

In keeping with the University of Guelph's commitment to sustainability – Financial Services is going paperless for travel claim reimbursement payments to employees. Switching to direct deposit payments for all travel claims will improve the travel claim reimbursement process while ensuring the most effective and efficient use of resources at the university.

Employees receiving expense claim payments using EFT get their payment much quicker and it eliminates the risk of cheques being lost in the mail. The money is deposited directly into the claimants' bank account and on the day of the direct deposit, employees will be notified of the payment details via e-mail.

How will the new process work?

- Starting in January 2012, for new employees added to ECS (Expense Claim System), Financial Services will set them up on EFT for deposit to the same bank account used for their payroll deposits.
- Due to the volume of claimants to switch over, the first claim reimbursement may still be a cheque, but any future travel claim reimbursements will be directly deposited into the claimant's bank account.
- Over time, Financial Services will switch all employees who are currently using the Cheque payment method to EFT.

What will not change?

- Only the payment method is changing.
- All forms and approval requirements remain the same, including the submission of all support documentation and receipts that are required for travel and expense claims.

What if I am an Employee on ECS who wants to Switch to EFT Now?

- Send an email to ecs@uoguelph.ca with the words Switch to EFT Now in the email subject heading. Include your Employee ID, phone extension, and your department name and number in your email. We will then complete the switch to EFT as soon as possible by changing your Oracle payment method setup to EFT, using the same bank account where your pay is deposited.
- Note, if you are unsure of what payment method is setup on your ECS account (Cheque or EFT) – please check the Cover Page online for one of your online ECS claims. An employee's existing ECS payment method is displayed, via ECS online, on the bottom right hand corner of the Cover page.

For a complete list of Travel and Business Expense information and links, please refer to the Travel / Expense page at: <http://www.fin.uoguelph.ca/departments-services/revenue-control/travelexpense-claims>

For any questions; please email the ECS support team @ ecs@uoguelph.ca