

## **IMPROVEMENT REGARDING EMPLOYEE REIMBURSEMENTS**

As part of the University of Dayton's ongoing effort to improve and streamline our processes, we are pleased to announce that beginning August 26<sup>th</sup>, 2015 all employee reimbursements for travel and other expenses will be deposited directly into your primary account currently being used for your payroll direct deposit.

Please continue to submit your reimbursement requests via check request or T&E request forms in the usual manner. An email confirmation will be sent to your University address when the funds have been disbursed.

Please contact Accounts Payable if you have any questions.