Attention Traveler:

To receive payments from accounts payable for *travel related advances and reimbursements*, employees will need to verify that their account information on myACU is set up for direct deposit payments from the accounts payable office. If you do not wish for travel related payments to be direct deposited, please disregard the following instructions. **Travel advances and reimbursements will be paid by check if the employee is not set up for direct deposit with accounts payable**. Please contact the accounts payable office at extension 6167 if you have any questions.

How to set up Direct Deposit for Accounts Payable:

Visit http://my.acu.edu/

1. **Login** to your myACU account
2. Select the **Banner** tab
3. Select the **Employee** option
4. Select the **Pay Information** option
5. Select the **Direct Deposit Allocation** option
6. Click on the **Update Direct Deposit Allocation** blue link
7. **Choose the account** from the listing that you would like accounts payable to deposit to for travel related payments
8. Check the **Accounts Payable** box
9. Click **Save**