From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Travel Reimbursements - Update Address
Date: Tuesday, October 14, 2025 2:46:49 PM
Attachments: ATT00001.txt



Travel Reimbursements - Update Address

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Sent on behalf of: Travel Office

Hello Campus Partners,

If you submit travel expense reports in Concur and receive reimbursement by check, please make sure to email address changes to suppliersetup@csusm.edu. We have been receiving a lot of returned checks for travel reimbursements. Unfortunately, updating your address in Concur does not feed into Peoplesoft, so we need to make address changes manually.

Alternatively, **please sign up for direct deposit for reimbursements**! This option saves paper, reduces waiting time for reimbursement, and avoids checks being lost in the mail. Sign up using the following link and click on *Employee Direct Deposit for AP Reimbursements* in the dropdown (this is different than Payroll direct deposit) **Dynamic Workflow**

Thank you!
Travel Office