



UDA Account Reimbursement Request Form- UCD Employees

To set up your profile:

- Go to mytravel.ucdavis.edu
- Click on the MyInfo Icon located at the top right (looks like a person coming out of a file folder)
- Complete the following information: Name, email address, and physical address
- Click “Delegates” Tab
- Choose “Add Delegate”
- Using the helper search pane on the right search for your delegate Christine Haas
 - Choose “can prepare” and “can view receipt images”
 - Select SAVE
- Once your report has been completed by your Delegate, you will receive an email and a link to MyTravel, notifying you that a report is pending your submission
- You must login at mytravel.ucdavis.edu and click “Submit” to route the report. (Selecting submit is acting as your electronic signature)

If you want direct deposit of your reimbursement (rather than a check):

- Go to my.ucdavis.edu
- Click on My Money
- Click on Direct Deposit
- Enter your Kerberos password
- If you already have payroll direct deposit, click on “Change” (this will not affect your payroll but will copy the account info)
- Click “Direct deposit of expense reimbursements” and the information below will say “copy account data from payroll direct deposit”
- Click Submit