

VIRGINIA MILITARY INSTITUTE ACCOUNTS PAYABLE



DO

Call us if you have questions!
 Submit receiver with back up documentation.
 Make arrangements for payment ahead of schedule.
 Get a current W9 submitted to the comptroller box from vendors.
 Double check to ensure that object codes are accurate when submitting receivers for processing.

DONT

Submit a receiver without back up documentation.
 Submit items when you have questions.
 Wait until the last minute to submit reimbursements.
 Submit the W9 for the vendor! You should provide them with the [box webpage link](#) to submit the W9.

All these could delay payment

All About Travel A

The Commonwealth of Virginia uses a system called Electronic Data Interchange (EDI) instead of issuing checks. Employees are reimbursed through direct deposit into the bank account designated by the employee. Employees are required to enroll in the EDI Program. This does not apply to reimbursements paid with local funds.

Each quarter, DOA sends Travel Check Charges to agencies who paid their employees (state funds) more than twice by paper check in a fiscal year. This is in accordance with Chapter 2, 2022 Special Session I, Virginia Acts of Assembly 4/5/04 f. The charge (after two (2) checks have been issued) is \$5.00 per check. These fees will be charged to your department. To eliminate these charges, you must sign up for EDI direct deposit.

The EDI form is attached [HERE](#). Please upload the completed form and required document to the Accounts Payable Box folder at this [link](#).

Please refer to VMI Accounting Policies and Procedures (VAPP), section 41100 for more information.

All Travel
Forms are now
in ETRIEVE!

Contact
Peggy Herring
to sign up for
additional
training.