

## How to send a Wire Transfer

### **\*\*Wire Transfers cannot be sent to Domestic Banks\*\***

You must obtain the traveler's Foreign Bank account information BEFORE creating the Travel Reimbursement. This is the information required by Banking Services in order to send a wire transfer. All fields \* must be completed.

Recurring Profile No. : <input type="text"/>	Waive wire transfer fee? : No
* Bank Name : <input type="text"/>	Additional Wire Information : <input type="text"/>
Bank ABA Routing # : <input type="text"/>	Addenda : <input type="text"/>
*required for US bank	
* Bank City : <input type="text"/>	* Amount Stated in : <input type="text" value="U.S. Dollars"/>
Bank State : <input type="text"/>	* Currency Type : <input type="text"/>
*required for US bank	
* Bank Country : <input type="text"/>	
* Bank Account # : <input type="text"/>	
* Bank Acct in the Name of : <input type="text"/>	FYI: Foreign wires may take 10-15 business days to reach their destination.

Once you have obtained this information from the traveler, create the TR.

Under the Payment Information tab, click the down arrow in the Payment Method box

PAYMENT INFORMATION

PAYMENT INFORMATION

Check Amount : 0.00

Payment Type:

\* Payment Method :

Check Stub Text : (This will be generated at save.)

\* Due Date :

Other Considerations: ☐ Check Enclosure  
☐ W-9/W-8BEN Completed

Documentation Location Code :

And select W – Wire Transfer

## PAYMENT INFORMATION

### PAYMENT INFORMATION

Check Amount : 0.00

Is this a foreign payee : No  
Payment Type:

\* Payment Method : W - Wire Transfer ▼

Check Stub Text : (This will be generated at save.)

Click Show next to WIRE TRANSFER

WIRE TRANSFER Show

Complete the required fields with the banking information already obtained from the traveler.

WIRE TRANSFER Hide

Recurring Profile No. :

\* Bank Name :

Bank ABA Routing # :   
\*required for US bank

\* Bank City :

Bank State :   
\*required for US bank

\* Bank Country :

\* Bank Account # :

\* Bank Acct in the Name of :

Waive wire transfer fee? : No

Additional Wire Information :

Addenda :

\* Amount Stated in : U.S. Dollars ▼

\* Currency Type :

FYI: Foreign wires may take 10-15 business days to reach their destination.

Once the TR has been audited and approved by Travel Services, it will route to Banking Services to send out the wire transfer. Once this has been processed, the TR will read "Final".