

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:	
Bank ABA Routing #:	<input type="text"/>	Addenda:	
*required for US bank	<input type="text"/>	<input type="text"/>	
* Bank City:	<input type="text"/>	* Amount Stated in:	<input type="text"/> U.S. Dollars
Bank State:	<input type="text"/>	* Currency Type:	<input type="text"/>
*required for US bank	<input type="text"/>	<input type="text"/>	
* Bank Country:	<input type="text"/> v	<input type="text"/>	
* Bank Account #:	<input type="text"/>	<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	* Due Date: <input type="text"/> 07/17/2025 <input type="button" value="Calendar"/>
Payment Type: <input type="text"/>	Is this a foreign payee: No
* Payment Method: <input type="text"/> v	Other Considerations: <input type="checkbox"/> Check Enclosure <input type="checkbox"/> W-9/W-8BEN Completed
Check Stub Text: (This will be generated at save.)	
Documentation Location Code: <input type="text"/>	

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 **Show**

Recurring Profile No. :

Waive wire transfer fee?: No

* Bank Name :

Additional Wire Information :

Bank ABA Routing # :
*required for US bank

Addenda :

* Bank City :

* Amount Stated in : **U.S. Dollars**

Bank State :
*required for US bank

* Currency Type :

* Bank Country :

* Bank Account # :

* Bank Acct in the Name of :

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”.