

Special Handling Requests

What is a special handling request? Special handling requests are used when a traveler needs their travel reimbursement to be sent either by wire transfer or by foreign draft instead of direct-deposit or check. Travelers can request a wire transfer if the traveler's home banking institution is outside of the United States and they will not cash a check from the US. Please note, the University will not wire funds to US banking institutions. If the traveler has a bank within the US, they should utilize that bank for their travel reimbursements.

How do I create a special handling request for my traveler? Please put the request in the form of a memo. The memo should be on department letterhead and should be signed by the head of that department. Please note in the memo if the traveler is requiring a **wire transfer**. The memo should also include the following information:

- 1) The departmental account that the wire fees/banking fees should be charged to.
- 2) The traveler's name and current physical address
- 3) Wiring instructions
- 4) The currency the traveler is requesting

How do I submit the request? The request should be attached to the traveler's expense report along with all other receipt and backup documentation.

How long does it take the traveler to receive their funds? Depending on the time it takes to audit and approve the report, wire transfers are requested on Mondays and Thursdays. From the time the wire is requested, it usually takes 24 – 48 hours. This could mean that the traveler is waiting a little longer than someone who receives a direct deposit.

My traveler says they did not receive their full reimbursement – why not? Some banks may charge their customers a fee for receiving wire transfers. The University is not liable for any fees a traveler's bank may assess against them.