

University of California, San Diego International Travel Wire Transfer

Request Form Visit Travel: [Requesting a Wire](#) on Blink

NOTE: Employees should use their Travel Card and the Travel Card Prepayment option in MyTravel for all trip-related payments and advances. Use a wire *only* if there is no other option (*e.g.*, reimbursing a non-employee traveler who resides overseas) and be aware that sending a wire *has inherent risk* and is costly. *Please ensure all data is accurate.*

Payee Information [\(Review banking code definitions\)](#)

| | |
|---|--|
| Payee/Account Name | <input style="width: 90%;" type="text"/> |
| Payee Address/City/Country (Required) | <input style="width: 90%;" type="text"/> |
| Payee Bank Account Number | <input style="width: 90%;" type="text"/> |
| IBAN Number (Europe – length varies) | <input style="width: 90%;" type="text"/> |
| CLABE Number (Mexico wires – 18 digits) | <input style="width: 90%;" type="text"/> |
| Message to Payee | <input style="width: 90%;" type="text"/> |

Bank Information

| | |
|---|--|
| Bank Name | <input style="width: 90%;" type="text"/> |
| Bank Address | <input style="width: 90%;" type="text"/> |
| SWIFT code (8-11 digits alphanumeric) | <input style="width: 90%;" type="text"/> |
| Sort Code / Other Banking codes; please specify | <input style="width: 90%;" type="text"/> |

Intermediary Bank (if required by receiving bank)

| | |
|-------------------------------------|--|
| Bank Name | <input style="width: 90%;" type="text"/> |
| Bank Address | <input style="width: 90%;" type="text"/> |
| ABA Number (cannot be a Swift code) | <input style="width: 90%;" type="text"/> |

AMOUNT TO BE WIRED

Enter one amount, either the USD amount to be wired in foreign currency, or the foreign amount to be wired.

| | | | |
|------------------------|--|----------------------------|--|
| USD amount to be wired | <input style="width: 150px;" type="text"/> | Foreign amount to be wired | <input style="width: 150px;" type="text"/> |
|------------------------|--|----------------------------|--|

CURRENCY TO BE WIRED

Foreign currency code (e.g., GBP, EUR, CNY, JPY)

Conversion by UCSD Travel

FC

USD

MyTravel /Departmental Information

| | | | |
|--|--|-------------------------------------|---|
| Traveler ID # | <input style="width: 150px;" type="text"/> | MyTravel trip # | <input style="width: 150px;" type="text"/> |
| Traveler Name | <input style="width: 90%;" type="text"/> | | |
| Requestor Name | <input style="width: 150px;" type="text"/> | Ext. & email | <input style="width: 150px;" type="text"/> |
| Dept. Approval Signature | <input style="width: 150px;" type="text"/> | Date | <input style="width: 150px;" type="text"/> |
| Dept. Approver's email | <input style="width: 90%;" type="text"/> | | |
| Purpose for wire (<i>e.g.</i> , Traveler's reimbursement; prepayment for hotel, registration, etc.) Attach to the trip back up for prepayments. | | <input type="checkbox"/> Prepayment | <input type="checkbox"/> Final reconciliation |
| <input style="width: 90%;" type="text"/> | | | |

NOTE: Attach to the final reconciliation submission in MyTravel if wire request is for a final traveler reimbursement (use the attachment type "Wire Request Form") or via ASK Support if wire is for a prepayment.

UCSD Travel Accounting / Scanning Information

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|-------------------------|--|--------------------------|--|
| Wire No. | <input style="width: 90%;" type="text"/> | BofA Reference # | <input style="width: 90%;" type="text"/> |
| Wire Date | <input style="width: 90%;" type="text"/> | TRN Number | <input style="width: 90%;" type="text"/> |
| Visual Compliance: Bank | <input style="width: 90%;" type="text"/> | Visual Compliance: Payee | <input style="width: 90%;" type="text"/> |