

# University of California, San Diego Travel Wire Transfer Request Form

Visit Travel: [Requesting a Wire or Draft](#) 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	
Payee City and County	
Payee Bank Account Number	
IBAN Number (Europe – length varies)	
CLABE Number (Mexico wires – 18 digits)	
Message to Payee	

### Bank Information

Bank Name	
Bank Address	
SWIFT code (8-11 digits alphanumeric)	
Sort Code / Other Banking codes; please specify	

### Intermediary Bank (if required by receiving bank)

Bank Name	
Bank Address	
ABA Number (cannot be a Swift code)	

### 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		Foreign amount to be wired	
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### CURRENCY TO BE WIRED

Foreign currency code (e.g., GBP, EUR, CNY, JPY)	
	<p style="text-align: center; margin: 0;"><b>Conversion by UCSD Travel</b></p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: right; margin: 0;">FC</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: right; margin: 0;">USD</p>

### MyTravel /Departmental Information

Traveler ID #		MyTravel trip #	
Traveler Name			
Requestor Name		Ext. & email	
Dept. Approval Signature		Date	
Dept. Approver's email			
Purpose for wire (e.g., 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

**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 BFSupport if wire is for a prepayment.

### UCSD Travel Accounting / Scanning Information

Wire No.		BofA Reference #	
Wire Date		TRN Number	
Visual Compliance: Bank		Visual Compliance: Payee	