

How to Request a Wire Transfer for an e-Reimbursement Payment

e-Reimbursement payments are typically made by check or direct deposit (see [How are e-Reimbursement Payments Received?](#)). If necessary, Cash Management may initiate a wire transfer for a \$35.00 fee. See instructions below.

- 1) Complete the [Outgoing Draft/Wire Form](#) and route it to Janet Hamm at 21 N. Park Street, Room 6230.
- 2) Contact [e-Reimbursement staff](#) to verify that payment is routed to Janet Hamm prior to final approval of the expense report.

Cash Management will initiate the wire transfer upon receipt of the completed Outgoing Draft/Wire Form and the e-Reimbursement payment.