

## Processing a WIRE for a Travel Reimbursement

**Responsible person:** Department requesting Wire for travel reimbursement

**Review person:** Travel Office for the audit

**Frequency:** As they are requested

**Other departments impacted:** AP for the final review in buyW&M, Disbursements for the WIRE processing

**Purpose:** Wires cannot be submitted in Chrome River. The purpose of this document is to provide specific instructions on how to process a WIRE, if required by traveler.

**Note:** It is not recommended to offer a WIRE payment for travel-related items to a traveler for processing, however if it is the only option, please follow the procedures below.

### Procedure:

1. Login to Chrome River and complete the expense report, as normal. **CLICK SUBMIT.**
2. Email the travel office: LaDonna Brown ([lmjarvis@wm.edu](mailto:lmjarvis@wm.edu)) and Alexis Brown ([akbrown01@wm.edu](mailto:akbrown01@wm.edu)) **immediately as HIGH PRIORITY.** This will ensure that if one of us is out of the office, the other is able to respond and complete appropriately and expeditiously. **This step is very important, if you do not alert us that this has been submitted, it will be audited and processed as normal AND payment will be reimbursed as a check to the vendor's address on file.**
3. The Travel Office will audit the expense report as normal. If there are any issues, we will "Return" and wait for an additional email to let us know once all corrections have been made and the expense report has been resubmitted.
4. After we have fully reviewed and all expenses are within compliance. We will put a comment in the box stating "Travel Office – Approved with our initials. We will RETURN this report for the last time to your department. We will respond to your original email "The expense report has been RETURNED for the final time. We have approved!"
5. Please save the PDF (Full report with Notes and Receipts).
6. Submit the Wire in buyW&M as a **Reimbursement/Refund Request Form.** Complete the form with all of the information. You will need to click on "General Information" at the end to complete the WIRE/FOREIGN DRAFT information. Please be sure to click on "Yes: on the direct payment request form to indicate that the vendor needs to be paid by wire or foreign draft.
7. If WIRE is selected, a JV for the \$40 processing fee will auto-populate into Banner with the coding associated with the invoice payment. If multiple indexes exist, the first index line will be used.

**Note:** The department is responsible for ensuring that the vendor is already registered and completed in buyW&M for the WIRE processing.

If you have any questions, please contact the Travel Office.