

Quick Tip 18 – Requesting Funds in a Foreign Currency

For Independent Trip Units travelling outside of Canada:

Visa payments (for booking in advance or while travelling):

- Most countries do accept VISA. Use your Trip Purchase Card to pay in a foreign currency. Make sure you have enough credit limit available (total in foreign currency x CAD exchange rate plus a little bit extra in case of other costs). If you have any problems, please contact our [Purchase Card Administrator](#) – the credit card company needs to be alerted in advance that the card is being used for international purchases.

Paying invoices in foreign currency by wire transfer:

If you need to pay an invoice from another country in their currency and they will not accept the trip purchase card, you can request payment by wire transfer. There is a \$50 bank service fee as well as the foreign exchange costs. The wire transfer payment request must be submitted **at least 5 business days before the due date** with the invoice or the wire payment can be set up in advance and paid on a due date.

For Wire Transfers, we need the following information from the Company:

- Recipient/Beneficiary: Name and Address
 - Recipient/Beneficiary Banking Information: **Bank Name, Bank Address, ABA Routing #, IBAN #, Swift #, BIC # (this information will be provided by the Company)**
Please make sure the Company provides their bank address
1. Log into Centralized Banking and complete a Manual Expense Request.
 2. Make sure the total amount is the amount you need **in the foreign currency** (ex. You need 8137.50 CHF so you put in \$8137.50 as the amount)
 3. State the type of foreign currency clearly in the comments (ex. Swiss Francs CHF)
 4. Submit the invoice and company's banking information to your [Trip Administrator](#)

Example:

Fees – there will be two transfer expenses in your trip account once the wire transfer has been processed: **\$50 Bank Service Fee & the Exchange Cost (total CAD dollar cost of wire payment less amount originally inputted on Manual Expense)**

ID	662172			<input type="button" value="Close"/>								
User ID	00											
Community/Camp/Special	901051											
Type	Expense - Manual	Guide Store: No										
Level	Provincial											
Status	Verified											
Before Taxes Amount	8137.50											
Tax Amount	0.00											
After Taxes Amount	8137.50											
Distribution	<table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> <th>GST</th> <th>HST</th> </tr> </thead> <tbody> <tr> <td>Independent Trip Expenses</td> <td>8137.50</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>			Description	Amount	GST	HST	Independent Trip Expenses	8137.50	0.00	0.00	
Description	Amount	GST	HST									
Independent Trip Expenses	8137.50	0.00	0.00									
Merchant	Our Chalet											
Date	7/10/2013											
Receipt Date	7/10/2013											
Comments & Cheque Mailing Address	Payable in Swiss Francs (CHF) to: Our Chalet Hohliebweg1, CH 3715 Adelboden, Switzerland <input type="text"/>											
Cheque Payable to	Our Chalet											
HST	0.00											
GST	0.00											