

Quick Tip 18 – Requesting Funds in a Foreign Currency

For trips outside of Canada: If your unit cannot use the unit's purchase card and needs to pay in a foreign currency, you can request payment by wire payment or bank draft.

1. 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)
3. State the type of foreign currency clearly in the comments (ex. Swiss Francs CHF)

If wire payment:

- Recipient/beneficiary Name and Address
- Recipient/beneficiary banking information: Bank Name, Address, ABA Routing#, IBAN#, Swift#, BIC# (this information will be provided by recipient)
- **Provide payment due date.** The payment request must be submitted in at least 5 business days before the due date.
- **Or** the wire payment can be set up in advance and paid on due date.

If bank draft:

- Recipient/beneficiary Name and Address
- You need to account for mailing time, at least 2 / 3 weeks before its due

4. Submit the invoice or documentation to your Trip/Unit Administrator

Example:

ID	662172	<input type="button" value="Close"/>								
User ID	00 <input type="text"/>									
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									

Fees
[Will be a Transfer Expense on web-form]
 Bank Draft - **\$6.50** fee charged to your unit as well as **any mailing costs** (express post) and **exchange cost**

Wire Payment - **\$25** fee charged to your unit as well as the **exchange cost**

Exchange cost
 (total CAD dollar cost of wire payment/bank draft less amount originally inputted on Manual Expense)