Special Handling and Wires

When an Expense Report requires Special Handling and/or a Wire Transfer to be sent, the following steps can be taken:

Special Handling

On the Expense Report Header, there is a field titled Special Payment Needs that contains two choices from a drop-down menu. The choices are Rush Payment and Hold for Pickup.

> Rush Payment – choosing this means that payment will be expedited. It will be processed the day after it comes into the Central Accounting Office Approvers queue, via the typical method of payment. Note – it may take several days to be received via direct deposit. The payment will not be held for pickup.

> Hold for Pickup – choosing this means that a check will be processed and held for pickup in the Accounting Office. It will also automatically be expedited and processed the day after it comes into the Central Accounting Office Approvers queue.

Either of these choices require a $15 Special Handling fee charge that is facilitated by adding the Special Handling Fee expense type to the Expense Report. The fee will be charged automatically to the account listed on the Expense Report Header, or to a different account using the Allocate feature.

Wire Payments

On the Expense Report Header, there is a field titled Wire Payment Needed that will facilitate payments to travelers with addresses outside of the United States or Canada. Selecting Yes from the drop-down box will indicate that you wish the payment to be made via wire transfer. This is not typically used for employees.

If yes is selected, the $25 wire fee will be charged to the account number on the Expense Report Header via Service Provider Billing – allowing changes to the accounting string as desired.

Please **do not** attach any wire transfer instructions in Concur. The sensitive information is not able to be removed. Please attach the wire instructions to the KFS vendor record where it will be restricted view. You may do this by editing the vendor and attaching the wire instruction documentation that you have been provided. You may use the Wire Instruction Form to obtain the information, if you wish.