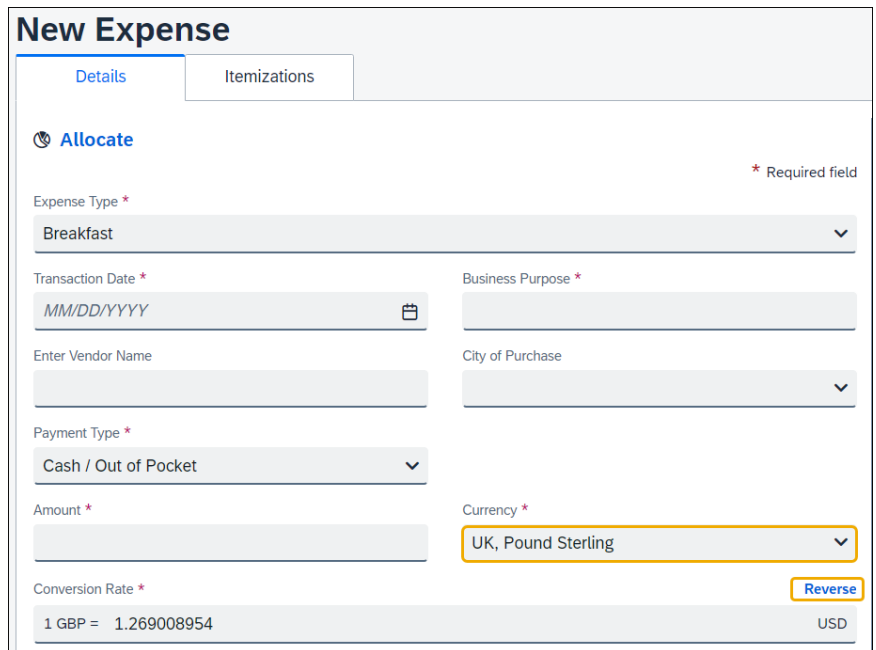# Converting Foreign Currency Transactions

When your travel takes you to different countries, you will need to convert foreign currency transactions to your standard reimbursement currency. When you create a new expense in a currency other than your own, you will see additional fields that allow you to convert the amount of your transaction to your standard reimbursement currency.

Note: If you have a corporate card, we recommend using it when possible if you are traveling overseas on business.

The exchange rate comes from the XE.com Inc, a foreign exchange company. However, you can change or modify it if your company would like to use a different exchange rate. For credit card transactions, the credit card vendor provides the exchange rate.

1. On the **New Expense** page, on the **Details** tab, enter all the appropriate information, including the **Transaction Date** and **Amount**.
2. Select the "spend" **Currency** from the dropdown menu.
3. Depending on the type of rate you receive, select the **Reverse** link if you need to switch between multiplication of the rate to division of the rate.

New Expense

Details	Itemizations

⚑ **Allocate**

* Required field

Expense Type *

Breakfast ⌄

Transaction Date *

MM/DD/YYYY 📅

Business Purpose *

Enter Vendor Name

City of Purchase ⌄

Payment Type *

Cash / Out of Pocket ⌄

Amount *

Currency *

UK, Pound Sterling ⌄

Conversion Rate *

Reverse

1 GBP = 1.269008954   USD

4. After you have completed the necessary fields, select **Save Expense**.

Note: The expense **Amount** appears in both the foreign currency and in your standard reimbursement currency.

Last updated: 4 July 2023