

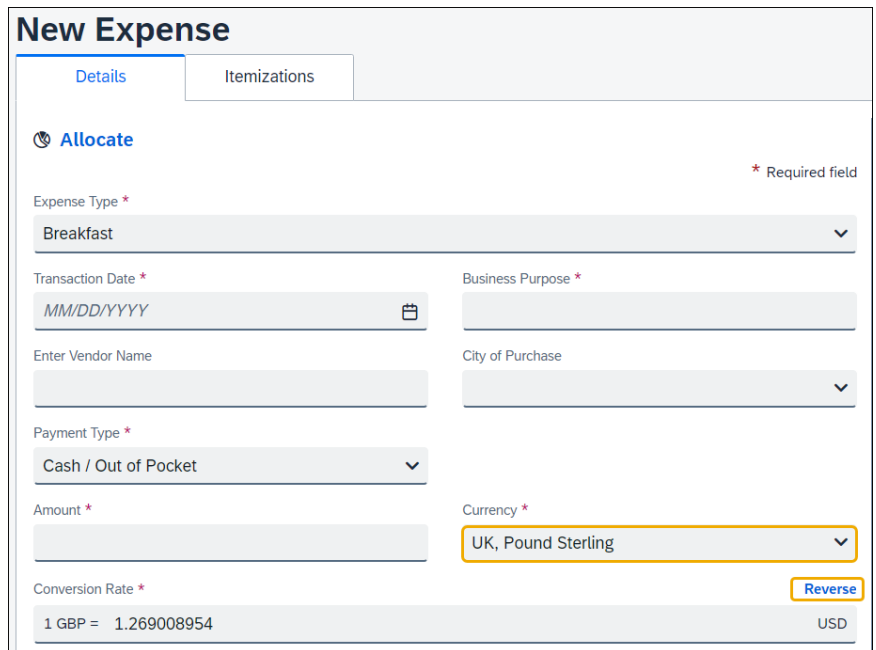
# Converting Foreign Currency Transactions

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.



The screenshot shows the 'New Expense' form with the 'Details' tab selected. The form includes the following fields and options:

- Allocate** (icon)
- Expense Type \***: Dropdown menu with 'Breakfast' selected.
- Transaction Date \***: Text field with 'MM/DD/YYYY' placeholder and a calendar icon.
- Business Purpose \***: Text field.
- Enter Vendor Name**: Text field.
- City of Purchase**: Dropdown menu.
- Payment Type \***: Dropdown menu with 'Cash / Out of Pocket' selected.
- Amount \***: Text field.
- Currency \***: Dropdown menu with 'UK, Pound Sterling' selected.
- Conversion Rate \***: Text field showing '1 GBP = 1.269008954'.
- Reverse** (button) and **USD** (text) are located at the bottom right of the conversion rate section.

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

New Expense

Cancel

Save Expense

Details

Itemizations

Show Receipt

Allocate

Expense Type \*

Breakfast

Transaction Date \*

MM/DD/YYYY

Business Purpose \*

Enter Vendor Name

City of Purchase

Payment Type \*

Cash / Out of Pocket

Amount \*

0.00

Currency \*

UK, Pound Sterling

Conversion Rate \*

1 GBP = 1.269008954

Reverse

USD

Amount in USD \*

0.00

Personal Expense (do not reimburse)

Comment

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

Report Details

Print/Share

Manage Receipts

View Available Receipts

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to

	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
			Cash / Out of Pocket	Breakfast	London, UNITED KINGDOM	07/03/2023	£40.23	\$58.70
			Cash / Out of Pocket	Airfare	Los Angeles, California	06/26/2023	\$434.40	\$434.40
							\$493.10	\$493.10