

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 Oanda Corporation, 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 screen, click the Exchange Rate field. The Exchange Rate field is located in the Expense Details section.

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



Notice that the expense **Amount** appears in both the foreign currency and in your standard reimbursement currency.

