

# CONVERT FOREIGN CURRENCY TRANSACTIONS

### TRAVEL APPLICATION

#### Expense

### PROCEDURE

When traveling to different countries, the need to convert foreign currency transactions to standard reimbursement currency occurs. To create a new expense in a currency other than the standard USD, additional fields allow conversion of the amount of transaction to standard reimbursement currency.

For credit card transactions, the credit card vendor provides the exchange rate.

1. Complete all required fields, including the transaction date and amount.
2. Enter the amount detailed on the receipt. Select the currency from the dropdown list to the right of the amount field.

The screenshot shows the 'Adding New Expense' form. The 'Amount' field is set to 200,000.00. A dropdown menu is open to the right of the amount field, showing a list of currencies including USD, CRC, HRK, CUP, CZK, DKK, and DJF. The USD option is highlighted with a red box.

3. After completing the necessary fields, click save.

The screenshot shows the 'Adding New Expense' form with the 'Amount' field set to 200,000.00 and the currency dropdown set to CRC. The 'Rate (USD=1 CRC)' is 0.00178810, and the 'Amount in USD' is 357.62. The 'GSA Meal Rate' checkbox is checked. The 'Save' button is highlighted with a red box.

Notice that the expense amount appears in both the foreign currency and in the standard reimbursement currency.