

CONVERT FOREIGN CURRENCY TRANSACTIONS

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TRAVEL APPLICATION

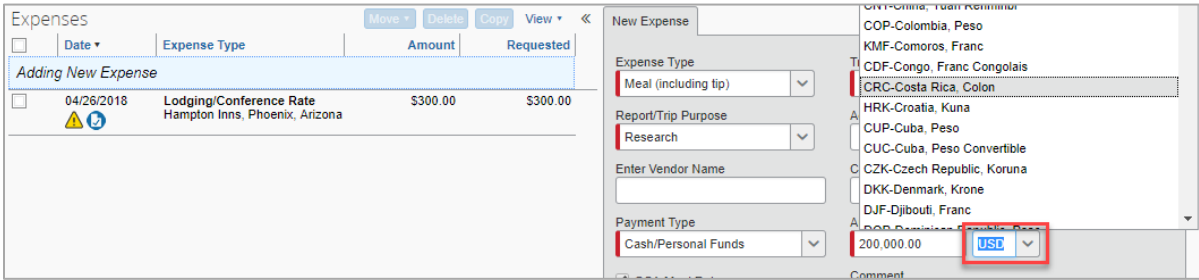
Expense

PROCEDURE

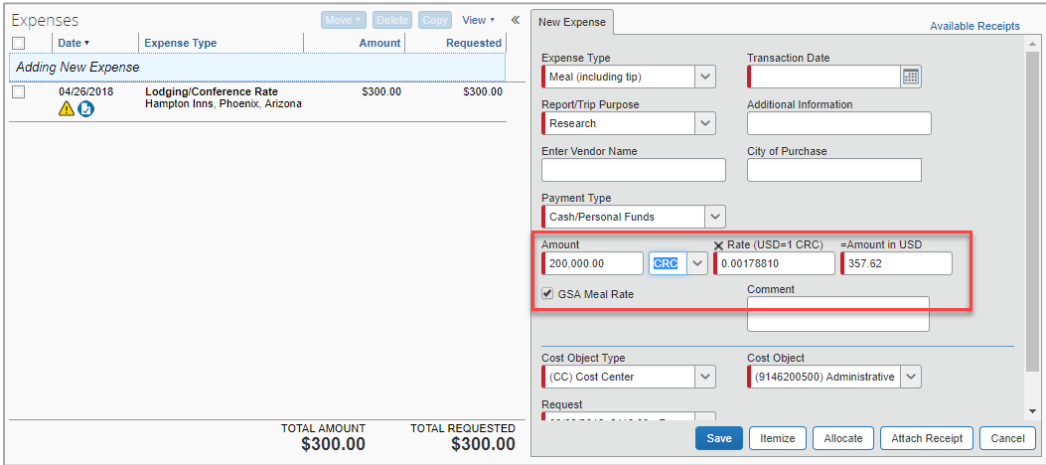
When traveling to different countries, the need to convert foreign currency transactions to standard reimbursement currency occurs. To create a new expense in a currency other than the standard USD, additional fields allow conversion of the amount of transaction to standard reimbursement currency.

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.



3. After completing the necessary fields, click save.



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