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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.

- 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.
- Depending on the type of rate you receive, click the **Reverse** link if you need to switch between multiplication of the rate to division of the rate.

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SAP Concur 🖸	Requests	Travel	Expense	Invoice	Approvals	App Center		Profile 👻	2
Manage Expenses	View Transactions								
New Expen	se						Cancel	Save Exp	pense
Details	Itemizati	ons						Show Rece	eipt 🗉
Allocate Expense Type *					Transaction D	ate *	* Indic: Business Purpose	ates require	d field
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Amount in USD *					Personal E reimburse)	xpense (do not	Has VAT		
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4. After you have completed the necessary fields, click **Save Expense**.

Details	Itemizations					Sho
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Lunch			~		lick Save Ex	pense
/endor Name	City			Payment Typ	e *	
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Notice that the expense **Amount** appears in both the foreign currency and in your standard reimbursement currency.

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Add	Details 👻 Expense Alerts F	Print/S Receipt	Edit Payment 1 Out of Pock	Delete Type	Copy Expense Type Lunch	Allocate Comt Vendor Details London, UNITED KING	nine Expenses	Move to 👻 Date 👻 08/01/2020	Amount GBP 32.40	Requested \$42.5