

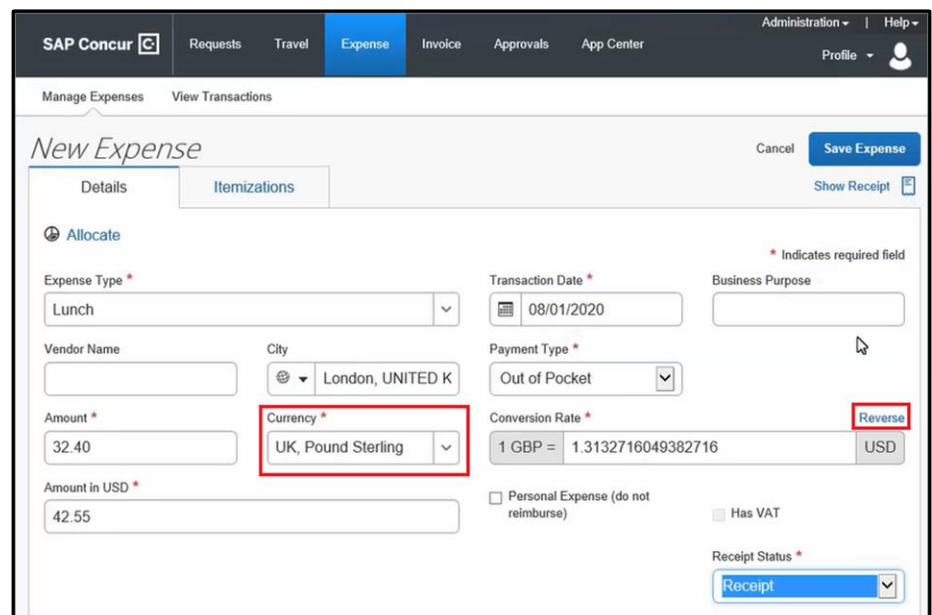
Converting Foreign Currency Transactions

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.

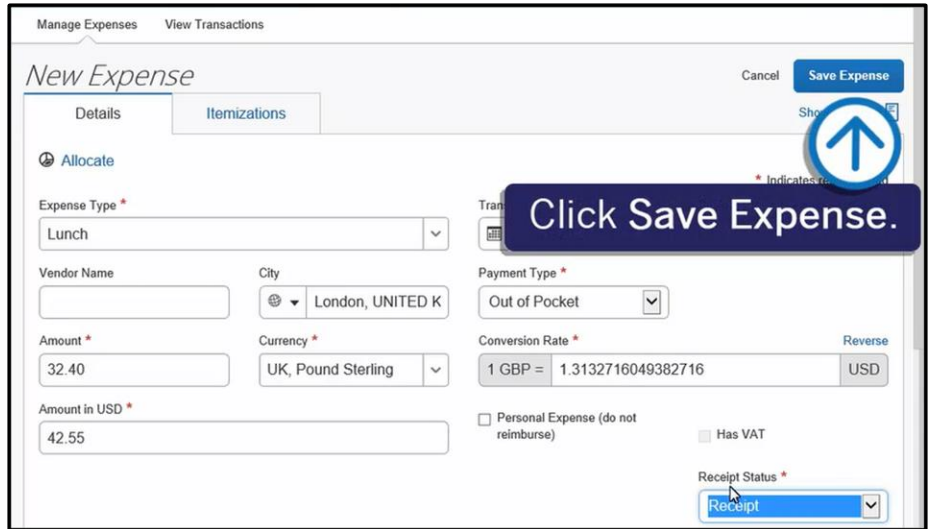
The exchange rate comes from the Oanda Corporation, a foreign exchange company. However, you can change or modify it if your company would like to use a different exchange rate. For credit card transactions, the credit card vendor provides the exchange rate.

1. On the **New Expense** 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, click the **Reverse** link if you need to switch between multiplication of the rate to division of the rate.

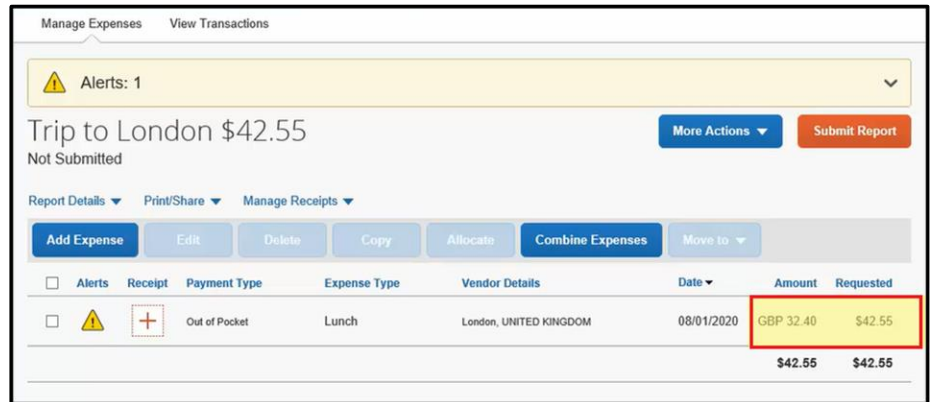



The screenshot displays the SAP Concur 'New Expense' form. The 'Details' tab is active, showing various input fields. The 'Currency' dropdown menu is highlighted with a red box, showing 'UK, Pound Sterling'. The 'Conversion Rate' field shows '1 GBP = 1.3132716049382716' and 'USD'. A 'Reverse' link is also highlighted with a red box. The 'Amount' field is set to '32.40' and 'Amount in USD' is '42.55'. The 'Transaction Date' is '08/01/2020' and the 'City' is 'London, UNITED K'. The 'Expense Type' is 'Lunch' and the 'Payment Type' is 'Out of Pocket'. The 'Receipt Status' is set to 'Receipt'.

- 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.



Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>		Out of Pocket	Lunch	London, UNITED KINGDOM	08/01/2020	GBP 32.40	\$42.55
						\$42.55	\$42.55