TRAVEL@STATE

Converting Foreign Currency Transactions in Concur

When travel takes you to different countries, you will need to convert foreign currency transactions to your reimbursement currency. When creating an 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 reimbursement currency. The exchange rate comes from the Oanda Corporation, a foreign exchange company.

<u>Converting a Foreign Currency Transaction not paid by credit card</u>

1. While adding a new expense for a foreign receipt, complete the required fields including Transaction Date, City of Purchase and Amount.

2. The "spend" currency will be determined from the City of Purchase field

3. The amount in USD will automatically be calculated. Click Save Expense.

4. Note that the expense Amount appears in both the foreign currency and in your reimbursement currency on the Expense Report.

<u>Foreign Currency Transactions paid by credit card</u>

For credit card transactions, the credit card company provides the exchange rate. Simply claim the USD amount on your Expense Report. You may also include any related transaction fees charged by the credit card company by using the Currency Conversion Fee expense type on your Expense Report.

Click here to enter text.