Section 10: Use Special Features (Continued)

Convert Foreign Currency Transactions

When adding an out-of-pocket expense that was incurred in a currency other than your reimbursement currency, Expense will assist you in converting the expense to your standard reimbursement currency.

How to...	Additional Information
1. Click **New Expense**.	The **New Expense** tab appears.
On the **New Expense** tab, select the appropriate expense type.	The page refreshes, displaying the required and optional fields for the selected expense type.
Complete all required fields as usual *except* **Amount**.	Because the currency conversion rate is based on the Transaction Date that you select, be sure to select the exact Transaction Date.
In the **Amount** field, enter the foreign currency amount.	
Select the “spend” currency from the dropdown list to the right of the **Amount** field.	If you select a **City** that has a different currency than your reimbursement currency, Expense automatically selects the spend currency for you. Expense supplies the **Rate** and calculates the reimbursement **Amount**.
Click the multiplication sign to switch, if needed, and then click **Save** (or click **Itemize** to itemize the expense).	Currency can be converted by multiplying by a particular rate or dividing by a different rate. You may need to switch from multiplication to division of the rate, depending on the type of rate you received, by clicking the symbol above the rate field.