

## 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...

1. Click **New Expense**.

On the **New Expense** tab, select the appropriate expense type.

Complete all required fields as usual *except* **Amount**.

In the **Amount** field, enter the foreign currency amount.

Select the “spend” currency from the dropdown list to the right of the **Amount** field.

Click the multiplication sign to switch, if needed, and then click **Save** (or click **Itemize** to itemize the expense).

#### Additional Information

The **New Expense** tab appears.

The page refreshes, displaying the required and optional fields for the selected expense type.

Because the currency conversion rate is based on the Transaction Date that you select, be sure to select the exact Transaction Date.

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**.

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.

The screenshot shows the Concur Expense report interface. The top navigation bar includes 'My Concur', 'Travel', 'Expense', and 'Profile'. Below this, there are links for 'View Charges', 'View Reports', 'New Expense Report', 'View Receipt Store', and 'Approve Reports'. The main header for the report is 'Trip to San Francisco', with 'Delete Report' and 'Submit Report' buttons. A secondary navigation bar contains 'New Expense', 'Quick Expenses', 'Import', 'Details', 'Receipts', and 'Print / Email'. The main content area is divided into two sections: 'Expenses' on the left and 'New Expense' on the right. The 'Expenses' section shows a table with columns for 'Date', 'Expense', 'Amount', and 'Requested', and a message 'No Expenses Found'. The 'New Expense' section contains a form with the following fields: 'Expense Type' (Taxi), 'Transaction Date' (04/18/2013), 'Business Purpose', 'Vendor Name', 'City', 'Payment Type' (Out of Pocket), 'Amount' (60.00 CAD), 'Rate (USD=1 CAD)' (0.97640000), and 'Amount in USD' (58.58). There is also a checkbox for 'Personal Expense (do not reimburse)' and a 'Comment' field.