Converting Foreign Currency Transactions

SAP

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.

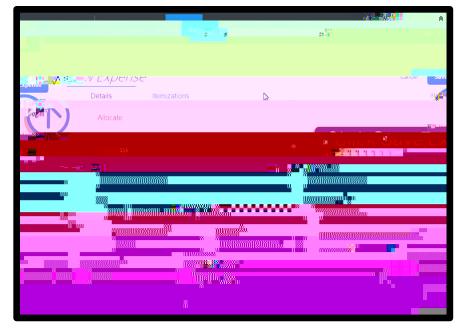
Note: If you have a corporate card, we recommend using it when possible if you are traveling overseas on business.

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.

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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.

