



## Converting Foreign Currency Transactions

**Purpose:** Concur has the ability to convert transactions made in foreign currencies to US dollars, increasing the efficiency and accuracy of processing foreign travel expenses.

To convert an expense incurred in another currency:

1. With the report open, click **New Expense**, and then enter the appropriate information in the required and optional fields (required fields are indicated with a red bar).
  - Enter the City of Purchase
  - Enter the expense Amount. The "spend" currency will be defaulted from the City of Purchase.
  - The conversion rate will automatically populate based on the receipt date.
  - The Concur system calculates the amount in US Dollars.
2. Complete the remaining fields as appropriate.
3. If the traveler incurs an expense in a currency different than that of the city/country they're visiting (ie, receipt is in US Dollars for an expense in Mexico), select US Dollars from the dropdown menu next to the Amount field (see arrow).

The screenshot shows the 'Expense' entry form in Concur. The 'Expense Type' is set to 'Airline Fees', 'Transaction Date' is '10/18/2017', 'Airline Fees' is 'Baggage Fee', 'Trip Type' is 'Foreign', and 'Report/Trip Purpose' is 'Conference/Convention'. The 'City of Purchase' is 'Winnipeg, Manitoba'. The 'Amount' is '30.00' in 'CAD' currency, with a conversion rate of '0.79769122' and an amount in USD of '23.93'. A red arrow points to the 'CAD' dropdown menu.