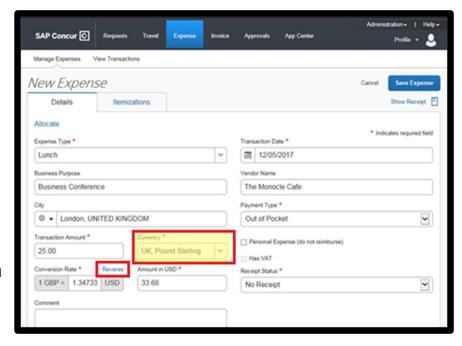# Converting Foreign Currency Transactions

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.
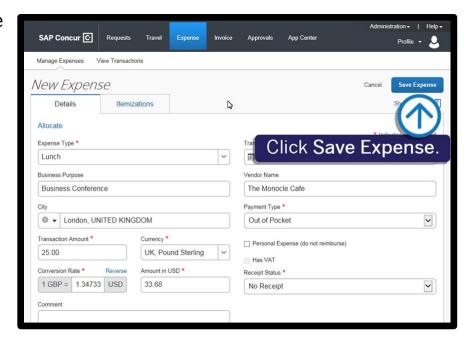
1. On the **New Expense** page, on the **Details** tab, complete all required fields (indicated with a red asterisk), including the **Transaction Date** and **Amount**.
2. Select the "spend" **Currency** from the dropdown menu.
3. Depending on the type of rate you receive, click the **Reverse** link next to the **Conversion Rate** field if you need to switch between multiplication of the rate to division of the rate.

4. 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.

Last updated: 15 May 2019