EXPENSE REPORT: CONVERTING FOREIGN CURRENCY
Converting Foreign Currency Transactions

To account for an expense incurred in another currency:

1. With the Expense 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).

2. For the **Amount** field:
   - Enter the amount spent in foreign currency. The correct currency should populate based on the City of Purchase information you entered. If needed, you can change the "spend" currency from the list to the right of the **Amount** field.
   - Expense calculates the amount in USD.
   - **If expense amount is already in USD**, enter amount in **Amount in USD** field and it will calculate the foreign amount for you.

3. Complete the remaining fields as appropriate.