

CONVERTING FOREIGN CURRENCY FOR INTERNATIONAL TRAVEL

When submitting reimbursement requests for international travel, all amounts should be converted into U.S. dollars.

To ensure accurate reimbursement for expenses incurred in foreign currency, please provide the following:

- The original receipt in the foreign currency.
- A corresponding credit card or bank statement showing the exact amount charged in U.S. dollars. Personal information (e.g., account numbers) may be redacted, but your name and the relevant charge must be visible.
 - This method is preferred as it provides precise documentation of the U.S. dollar amount paid, along with the foreign currency equivalent.
- For expenses paid in cash or other means, a printout from the OANDA currency converter (example shown below) should be submitted.
- OANDA is the official currency conversion tool we use.

The screenshot shows the OANDA Currency Converter interface. The main conversion is from GBP (British Pound) to USD (US Dollar). The input amount is 1 GBP, and the output is 1.26839 USD. The date is set to 05 December 2024. A line chart on the right shows the GBP/USD rate over the last 90 days, with a table below it showing Bid, Sell, Ask, and Buy rates for 1 GBP.

	Bid	Sell 1 GBP	Ask	Buy 1 GBP
Min	1.26295			1.26320
Avg	1.26839			1.26859
Max	1.27206			1.27225

- Each receipt in foreign currency must have a corresponding credit card charge or an OANDA currency converter printout.

This process ensures accurate reimbursement by accounting for currency exchange rate fluctuations that may occur after your travel. Thank you for helping us ensure your expenses are reimbursed accurately.