

## Foreign Travel – Currency Conversion

Instructions for using the OANDA Historical Exchange Rates currency converter with College expense reimbursement forms:

1. Click on this link: <http://www.oanda.com/currency/historical-rates>
2. Enter a start date and end date - these should correspond with the dates of travel
3. Select the foreign currency that was used from the left-hand table
4. Select U.S. Dollar from the right-hand table
5. Select Typical Credit Card Rate + 2% from the drop down box on the lower left
6. Now, click on Get Table
7. An Average, High and Low rate will be displayed below the table that lists out each individual day's rate. The Average rate may be used to convert expenses for the entire trip.
8. Print the Table and attach it to the [Reimbursement Form](#)