Foreign Travel – Currency Conversion

Example: While in London, I purchased (using cash) a one way train ticket on January 4, 2015 from London to Paris for £89.50. What US dollar amount should I request on my Expense Reimbursement form?

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

1. Click on this link: http://www.oanda.com/currency/converter/
2. Change the “Currency I Have:” to USD
3. Leave the USD AMOUNT field blank
4. Change the “Currency I Want:” to the foreign currency
5. Enter the amount of the foreign currency expense into the AMOUNT field
6. Within the “INTERBANK =/-” drop down menu, select “+/- 0%”
7. Change DATE to your “date of travel”

8. Print the Currency Converter page and attach it to the Reimbursement Form
   - If you are using the Period Average rate, print and attach the Historical Exchange Rates page as well
9. If your travel dates cross over multiple days, you have an option to use either your last date of travel or the "period average rate". If you select the latter, 
   • click on the Historical Exchange Rates tab 
   • enter travel dates 
   • select the Period Average rate listed within the Table tab to calculate your reimbursement 
   • divide the foreign currency amount by the Period Average rate (e.g., £89.50 ÷ 0.6406 = $139.71)