

Foreign Currency Exchange in TEM

Enter receipt details, click on currency drop-down

On the Expenses screen, enter the details of your expense: enter the **Date** on the receipt, select an expense **Type**, and enter the foreign currency **Receipt Amount**. *For Lodging enter the entire expense on the date of payment.* Now click on the arrow next to “USD” - a drop-down list of currency codes will appear:

Vancouver BC 3/11/15 (TR005600 - In Process)

Add Expenses

Date: * Mar 11, 2015 Type: * Ground Transportation Receipt Amount: * 27.00 USD

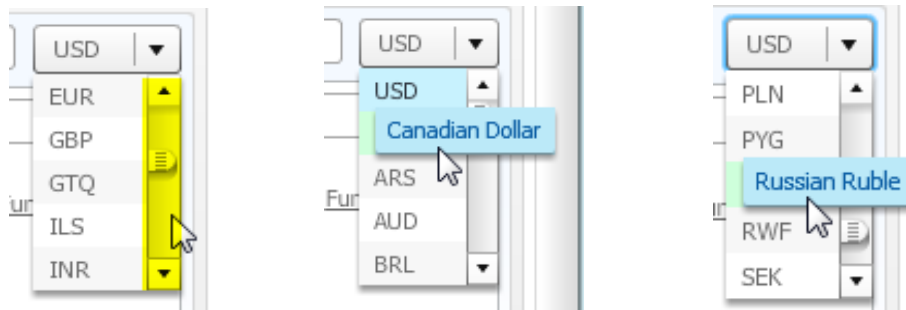
Paid By: * Select Provider: Location:

Description:

USD
CAD
ARS
AUD
BRL

Hover over currency code to display currency name

There are a total of 30 currency codes on the list (“USD” plus 29 foreign currencies). Five currency codes are displayed at a time – scroll down to see the remaining codes. When you hover over a code, the full currency name will appear on top of it, e.g. hovering over “CAD” displays “Canadian Dollar”:



Select currency code from drop-down

When you’ve located your foreign currency, click on that code. Two new fields will appear in the line below: one will show the exchange rate for that currency/date, the other will show the converted USD amount:

Add Expenses

Date: * Mar 11, 2015 Type: * Ground Transportation Receipt Amount: * 27.00 CAD

CAD to USD Rate: * .787277594079672 Reset Pay Amount: * 21.26 USD

Expense item displays conversion details

After you save the expense it appears on the bottom half of the screen, with these details displayed: the receipt amount, the currency code, the exchange rate used, and the converted USD amount:

You will see these same details if you print a TEM summary or detail report:

Date	Expense Type	Receipt	Rate to Pay	Pay in USD
Mar 11, 2015	Ground Transportation	27.00 CAD	0.7872776	21.26