



# Travel Management System (TMS)

JOB AID # 5.07

Date: 03/29/2012

## Job Aid Description: Currency Converter

1. Click **New Expense**.
2. On the **New Expense** tab, select the appropriate expense type.
3. Complete all required fields as usual except **Amount**.
4. In the **Amount** field, enter the amount spent on the expense in the foreign currency.
5. Select the "spend" currency from the dropdown list to the right of the **Amount** field.
6. Click the appropriate mathematical symbol (multiply or divide) to change the conversion format, if required.

**Note:** You can override the currency conversion rate to match the rate on your receipt by entering the correct data. If you make a change add a comment. Changes will be flagged.

7. Click **Save**.