

Foreign Currency Exchange

Business Process	Translation from Foreign Currency	Source
TBER Form	Either average rate or daily rate	OANDA website or credit card statement
Travel Advance	Rate at which currency was converted from US Dollars to Foreign Currency so that receipts and returned cash (if applicable) tie to the original amount received in US dollars.	Retain and submit conversion receipts, or compare calculated amount to OANDA rates for the period (for reasonableness of calculated rate)
Expenditures from Department's Foreign Bank Account	Expenses are generally entered in foreign currency and translated at average rate by systematic process within ARC General Ledger. For further guidance, please see the "Posting to a Foreign Currency Bank Account" Job Aid.	ARC General Ledger is loaded daily and average translation rates

JOB AID



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Expenditures from Department's Foreign Bank Account	Expenses are entered in foreign currency and translated at average rate by systematic process within ARC General Ledger	ARC General Ledger is loaded with daily and average translation rates