

Foreign Currency Exchange

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



JOB AID



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 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