

Documentation Requirements for Travel Reimbursements Involving Foreign Currencies

When requesting reimbursement, all expenses incurred in foreign currencies or exchanges of currency must be converted to U.S. dollars. The request for reimbursement must document the calculation using an approved foreign currency conversion methodology. Travelers may utilize the following options:

1. **On-site Exchange Rate:** If the traveler converts U.S. dollars to a foreign currency while overseas, the traveler should receive a receipt showing the actual exchange rate. This single rate may be used only for the individual transaction and may not be used for other transactions during the trip. Additional fees charged by the foreign currency exchange vendor may be reimbursed, if included on the receipt, itemized, and explained
2. **Credit Card Rate:** If the traveler charges expenses to a credit or debit card, the card issuer will perform the currency exchange. The rate will be detailed on the traveler's card statement, which may be used as documentation of the exchange rate. Additional fees charged by the card issuer for foreign currency transactions may be reimbursed, if itemized and explained on the statement.
3. **On-line Rate:** The traveler may use OANDA.com's historical currency exchange as a standard conversion rate. The OANDA website provides an average exchange rate for a period of travel and should be customized to the exact dates of travel.

Any deviations from the three methodologies above require documented approval from the respective Cabinet Officer.