Chrome River has a built-in currency converter that will automatically convert the foreign currency to US dollars. Select the expense that will need to be converted to US Dollars.
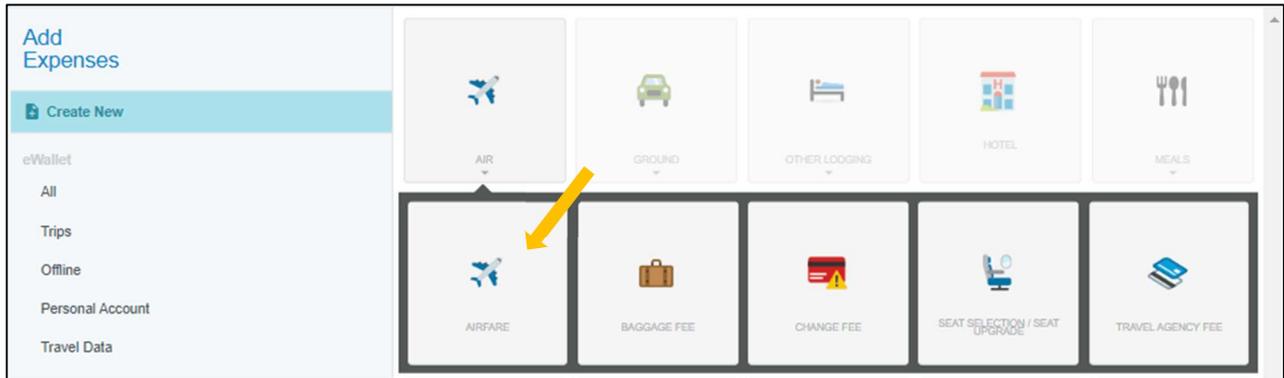


After selecting the appropriate expense, you will then enter the foreign currency amount in the "Amount" field. Next, click on the **"USD"** box and select the foreign currency type based on the receipt. The payment date on the receipt is the date used on the expense to convert appropriately.
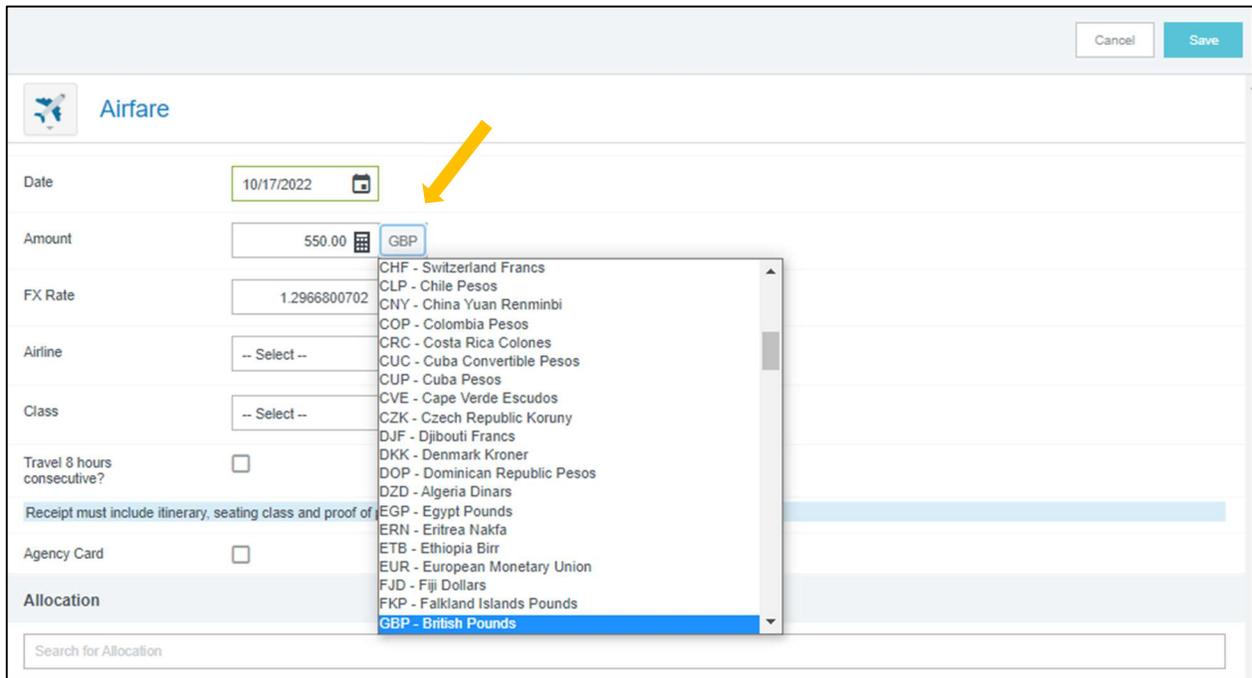


After the correct foreign currency is selected for the receipt, the amount will be automatically converted to US dollars (USD). The reimbursement will be for the USD amount.