CHROME RIVER QUICK GUIDE – Using the Built In Currency Converter

Chrome River has a built in currency converter that will automatically convert foreign currency to US dollars. Selecting Create New in the Add Expenses window will display an expense tile mosaic to the right. Select an expense to add to the expense report from the mosaic. Tiles with a downward facing arrow at the bottom are "parent" tiles that have additional expense tiles organized under them.



After selecting the appropriate expense tile, you will then enter the foreign currency amount in the "Spent" column. Next, click on the "USD" box and select the foreign currency type of your receipt.

Travel Me	eals
Transaction Date	01/18/2021
Spent	47.33 🖬 USD
Business Purpose	CRC - Costa Rica Colones CUC - Cuba Convertible Pesos CUP - Cuba Pesos CVE - Cape Verde Escudos CZK - Czech Republic Koruny DJF - Djibouti Francs DKK - Denmark Kroner
If restaurant name is not on please add them in the gues the box below to indicate thi staff; 25 people).	receipt, please enter it in the DOP - Dominican Republic Pesos sts section below. If this was a DZD - Algeria Dinars s, and then enter a description EGP - Egypt Pounds ERN - Eritrea Nakfa
Check this box to indicate this meal was for a group	ETB - Ethiopia Birr EUR - European Monetary Union FJD - Fiji Dollars

After you have selected the correct foreign currency for your receipt, the amount will be automatically converted to US dollars (USD). Your reimbursement will be for the USD amount.

Travel N	leals
Transaction Date	01/18/2021
Spent	47.33 🖬 EUR
FX Rate	1.2067802093 57.12 USD