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.

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.