Currency Conversion for Travel Claims

Introduction

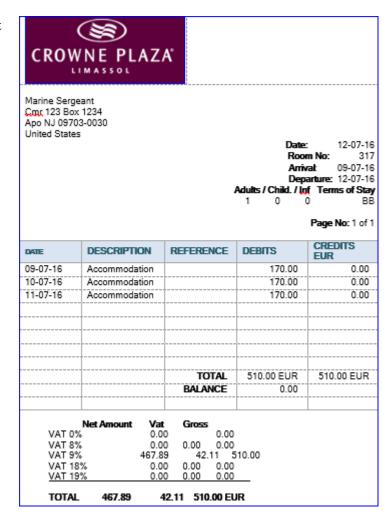
All currency entered into Web TPAX must be in US Dollars (USD). When travelling internationally, make sure any foreign currency is converted before submitting your claim.

Before you begin

Always use: https://www.oanda.com/currency/converter/ to input the value of the foreign charge at the time of payment and then convert to USD. The date **MUST** be the date of payment, not the date of expenditure. Some foreign long-term lodging locations require periodic payments and each of those payments would have to be computed separately.

Upload the receipt(s) and screenshot(s) of the OANDA site with your claim.

Sample Receipt



Currency Conversion for Travel Claims, Continued

Sample Currency Conversion Screenshot

