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Name:	Travel – Foreign Currency Reporting
Policy Number:	4-3013
Origin:	Financial Services
Approved:	1 April 1992
Issuing Authority:	Senior Director, Financial Services
Responsibility:	Manager, Procure to Pay Services
Effective Date	2019-OCT-21
Revision Date(s):	1993-MAR-01, 2007-SEP-01, 2011-JUN-01, 2019-OCT-21

Travel outside of Canada will result in foreign currency transactions. Please adhere to the following procedures when reporting on these expenditures.

All incurred expenses, for which an exchange rate is known, must be listed on the Other Countries tab in the [Reimbursement Form](#), in the foreign currency and converted to Canadian funds using the applicable exchange rate, i.e. from your credit card statement. Financial Services may request copies of credit card statements as proof of payment.

Per Diems and other cash expenses should be converted using the known exchange rates from current transactions as above.

When no current transactions with known exchange rates exist, use the reported value from an accepted online [currency converter](#) tool. A printed copy of the exchange rate used must be included with the [Reimbursement Form](#).