

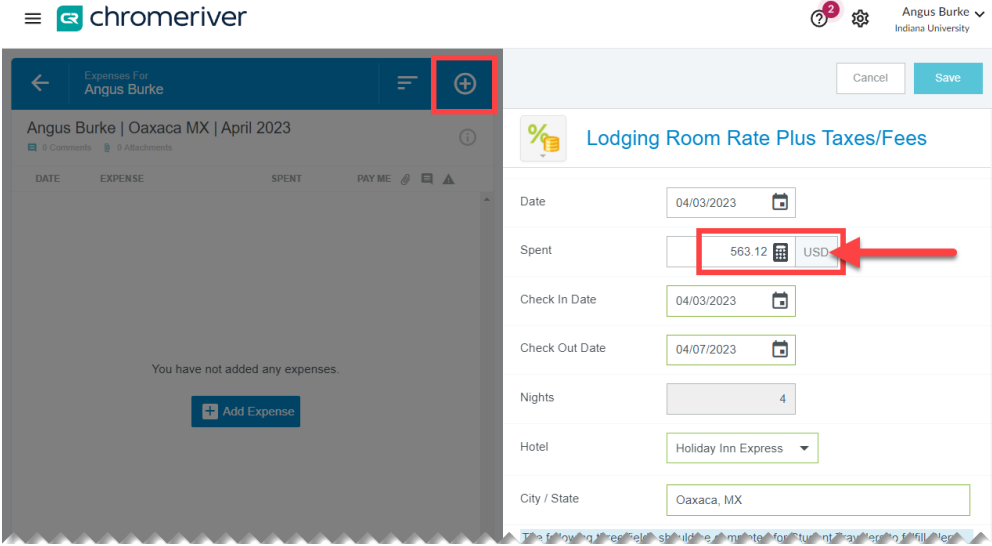
Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-TVL-10
SUBJECT:	Chrome River Currency Conversion Tool
SOURCE:	University Travel Management Services
ORIGINAL DATE OF ISSUE:	03/02/2023
DATE OF LAST REVISION:	N/A
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Travel Management Services reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.
RATIONALE:	International trips where a currency outside of USD is used and reimbursement is requested requires a currency conversion to be attached to the Chrome River Travel Reimbursement expense report. This SOP provides guidance on how to utilize Chrome River’s built-in currency conversion tool.

PROCEDURES:

The Chrome River currency conversion tool is built into Chrome River expense reports. It should be used on each expense that was purchased in another currency. In the example below, we’re using a lodging expense to illustrate the process. To use the tool, add any line item to an expense report by clicking the **white plus sign** and selecting the appropriate expense tile. Enter the amount spent in whatever currency was used on the **Spent** line, and then click the **USD** box to the right.



Once the box is clicked, a list of different currencies will populate. Select the currency you paid in.

chromeriver

Expenses For Angus Burke

Angus Burke | Oaxaca MX | April 2023

DATE EXPENSE SPENT PAY ME

You have not added any expenses.

Add Expense

Lodging Room Rate Plus Taxes/Fees

Date: 04/03/2023

Spent: 563.12 USD

MNT - Mongolia Tugriks
MOP - Macau Patacas
MRO - Mauritania Ouguiyas
MRU - Mauritania Ouguiyas
MUR - Mauritius Rupees
MVR - Maldives Rufiyaa
MWK - Malawi Kwachas
MXN - Mexico Pesos
MYR - Malaysia Ringgits
MZN - Mozambique Meticais
NAD - Namibia Dollars
NGN - Nigerian Nira

This will populate an "FX Rate" line. **IMPORTANT: The exchange rate is calculated based on the date the transaction occurred, so ensure the date entered on this line reflects when the purchase actually occurred.** Enter all other expense details needed and click save in the upper right corner.

chromeriver

Expenses For Angus Burke

Angus Burke | Oaxaca MX | April 2023

DATE EXPENSE SPENT PAY ME

You have not added any expenses.

Add Expense

Lodging Room Rate Plus Taxes/Fees

Date: 04/03/2023

Spent: 563.12 MXN

FX Rate: 0.047740564 26.88 USD

Check In Date: 04/03/2023

Check Out Date: 04/07/2023

Save

Once it is added to the expense report, the **Spent column** will reflect the currency used, and the **Pay Me** column will reflect the USD amount that will be paid out upon final approval. **Remember:** A receipt is always required to reimburse lodging, so be sure to add a copy of the receipt to this expense report.

The screenshot shows the Chromeriver mobile application interface. At the top, the user is identified as Angus Burke from Indiana University. The main screen displays an expense entry for 'Lodging Room Rate Plus Taxes/Fees' dated Monday, 04/03/2023. A table within the entry shows the following data:

DATE	EXPENSE	SPENT	PAY ME
Mon 04/03/2023	Lodging Room R...	563.12 MXN	26.88

The 'SPENT' and 'PAY ME' columns are highlighted with a red box. Below the table, there is a summary section showing 'Total Pay Me Amount' as 26.88 USD. A note on the right side of the screen states: 'Receipt required for lodging expense #220. A receipt is required for this expense. A credit card statement by itself is not sufficient. If an itemized receipt cannot be obtained, please provide an explanation why an exception should be made.' The interface also shows 'Nights' as 4 and a 'Submit' button.

DEFINITIONS: Currency Conversion Tool – built in tool inside Chrome River that takes the currency you paid in and converts it to the USD exchange rate based on the date of the transaction.

CROSS REFERENCE:

- <https://training.iu.edu/news/articles/travel/chrome-river-currency-converter.html>
- <https://travel.iu.edu/policies/originalreceipts.shtml>
- <https://travel.iu.edu/pdf/Reimbursing-Travel-Expenses.pdf>
- <https://training.iu.edu/documentation/travel/reimbursing/index.html>