Macalester College Form

Currency Conversion Worksheet

Current Date 4/14/16

Business Services

The purpose of this form is to convert foreign currency into equivalent US dollars for the purpose of reporting reimbursable expenses submitted by means of a Travel Expense Report, Pcard out-of-pocket submission and Accounts Payable reimbursements.

Use the Bank of Canada or Exchange-Rates.org to calculate by date of transaction

Receipt Number	Date of purchase	Foreign Currency	Foreign Currency Amount	Foreign Currency Exchange Rate	Equivalent US Dollars Conversion

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Print Form