MESSIAH COLLEGE

Currency Exchange Determination Form

Print Form

FY15

This form is to be used in accompanying the *International Travel Expense Report Form* when a form is needed to assist in the calculation of exchange rates using the **weighted-average** method.

Applicable Currency Name _____

Below, enter the exchanges where you turned **US Dollars into foreign currency**.
You may use the currency value **after** transaction fees, if applicable.

Date	Description	USD Amount Given	Foreign Curr. Rec'd	Exchange Rate
	Totals			

Below, enter the exchanges where you turned **Foreign Currency into US Dollars**.
You may use the currency value **after** transaction fees, if applicable.

Date	Description	Foreign Curr. Given	USD Amount Rec'd	Exchange Rate
	Totals			

Your Exchange Rate is:

1 US Dollar = _____ _____

Last Update:
9/26/14 SBeaver

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