



# Currency Exchange Determination Form

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
<b>Totals</b>				

**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
<b>Totals</b>				

**Your Exchange Rate is:**

1 US Dollar = \_\_\_\_\_

Last Update: 12/21/17  
Falcon Exchange

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