To reimburse a UNM employee who has made expenditures in foreign currency:

1. Before entering anything in the DP-EZ form go to the Unrestricted Accounting – Main website.
   a. On the left hand side, under resources, select Travel.
   b. Scroll down to the bottom of the page under Useful Information.
   c. Select Currency Converter.

2. To Convert the foreign currency amount to dollars at the conversion website:
   a. Select the foreign currency from the drop down box in the first box under ‘Currency I have:’.
   b. Enter the foreign currency amount in the box below foreign currency type.
   c. Select “US Dollar” from the drop down ox in the first box under ‘Currency I want:’.
   d. The US Dollar equivalency of the foreign currency amount for the date selected will be noted in Orange.
   e. Select the correct date from the ’Date’ box beneath the converted dollar amount. The date used should be that of the date of payment.

3. Go to Banner Form FZADPEZ
4. Process a Travel DP-EZ as you normally do.
5. Enter this amount on the DP-EZ in the “amount” box.
6. Follow the same procedure for all receipts that are noted in foreign currency.
7. Attach all receipts to the DP-EZ.
8. Attach all copies of the conversion rates.
9. Submit your DP-EZ.

***END***