

Global Solutions Ltd.

Multi-Currency Expense Receipt

Receipt Number

#EXP-2024-1173

Date

2024-06-17

Employee Name

Jane Doe

Department

Finance

Payment Method

Corporate Credit Card

Currency for Reimbursement

USD (\$)

Description	Date	Original Currency	Amount	Exchange Rate	USD Equivalent
Hotel Accommodation	2024-06-10	EUR	220.00	1.09	239.80
Taxi Fare	2024-06-11	GBP	45.00	1.27	57.15
Business Lunch	2024-06-12	USD	36.50	1.00	36.50
Office Supplies	2024-06-13	JPY	5200	0.0071	36.92

220.00 EUR

45.00 GBP

36.50 USD

5,200 JPY

Total in USD: **\$ 370.37**

Approved By

John Smith

Approval Date

2024-06-16

- Exchange rates are based on transaction date or company policy and should be verifiable.
- Original receipts in each currency must be attached or available for audit.
- Ensure the currency for reimbursement matches employee's payroll or agreement.
- Expense receipts with mixed currencies must clearly show the USD (or base currency) equivalent for each line.
- Verify approval date and authority signature for validity.