Most transactions made with international merchants have a fee for the currency conversion. These international transaction fees are typically 1% of the related transaction. The fee appears as a separate transaction. You can easily match the fee to the related transaction because both transactions have the same reference number.

In the example below, there are three transactions and an international transaction fee. To identify which of the three transactions the fee goes with you must first find the reference numbers for the transactions.

Reference numbers can be found on the Details tab of the reconcile statement page. The Billing tab displays more information about transactions.
The fee goes with the first Sheraton transaction, for $773.36. As shown above, they both have the same Reference number. $773.36 is the actual cost in US dollars. The fourth line, “International Transaction”, for $7.73, is the fee charged by the bank for converting the transaction from Euros to U.S. dollars.

You may click on the “Reference” column heading to sort the transactions by transaction number.

Click back to the Transaction tab and the transactions will be together

When processing international transaction fees, descriptions for the fee should reference the related transaction. For this example, the description would be “See 8/5/2010 Sheraton, $773.36”. Fees are distributed against the same chartfield as the related transaction.

Supporting documentation is not required for these fees.