

## Claiming expenses paid in non-AUD/USD currencies

Professional Development expenses paid in foreign currencies can make claiming reimbursement unclear due to the limited currency options in Oracle. This fact sheet will detail the most effective way to claim expenses paid for in non-AUD/USD currencies.

### Bank or Credit Card statement

**If a bank/credit card statement showing the transaction is available:**

- Select AUD for the currency and input the amount in AUD shown on your transaction statement
- Upload the transaction statement (a screenshot of the individual transaction is fine) and receipt as attachments to the claim in Oracle

\*Note most prepaid cards will allow you to login to the issuer's website to view the transaction history, this would be considered equal to any other normal bank statement for Oracle claiming.

### Prepaid Cards (with no accessible transaction statement)

**If purchases were made using a pre-paid card and no statement is available:**

- Ensure to keep the receipt for any purchases you intend to claim
- The currency used will need to be converted to AUD using the conversion rate on the date of purchase – see [xe.com/currencytables/](https://www.xe.com/currencytables/)
- Once converted to AUD, select this currency when claiming in Oracle
- Upload the receipts as attachments to the claim

### Cash Payments

**If purchases were made using cash:**

- Ensure to keep the receipt for any purchases you intend to claim
- The currency used will need to be converted to AUD using the conversion rate on the date of purchase – see [xe.com/currencytables/](https://www.xe.com/currencytables/)
- Once converted to AUD, select this currency when claiming in Oracle
- Upload the receipts as attachments to the claim

### FAQ

*What if I paid for expenses in USD?*

- Expenses paid for in USD do not need to be converted to AUD, ensure to select USD when claiming the expenses in Oracle and upload relevant receipts as needed.

### For more information

Medical Officer Professional Development Reimbursement System (MOPDRS)  
Clinical System Support & Improvement, SA Health  
[Health.PDR reimbursement@sa.gov.au](mailto:Health.PDR reimbursement@sa.gov.au)  
[sahealth.sa.gov.au/reimburseme](https://sahealth.sa.gov.au/reimburseme)

For Official Use Only-A1-11

© Department for Health and Wellbeing, Government of South Australia. All rights reserved.

Currency Converting Fact Sheet.docx  
Last updated 7-Aug-23

