Online Expense Reports

*Faculty Presentation*

Updated: April 2015
Online Expense Report Overview

• Three types of expense reports can be created through the Duke@Work portal.
  – Travel Expense Report
    • Includes Corporate Card and out-of-pocket expenses related to a trip an employee takes for or on-behalf of Duke.
  – Out-of-Pocket Non-travel Expense Report
    • Used to reimburse employees when their personal funds are for Duke business that are not related to an employee’s trip.
  – Corporate Card Non-travel Expense Report
    • Used to approve and appropriately document corporate card charges incurred on be-half of Duke.
Approval Workflow

*Duke@Work Universal Worklist*

- Every expense report requires the same approvals:
  - The employee (if the expense report is created for them by an
    initiator)
  - The department
  - The funding source
  - ET&R

- Expense reports automatically route based upon workflow decisions made at the department and the funding source levels.

- In the event an initiator creates an expense report on behalf of an employee, the employee will need to perform the last approval/attestation step in the approval process before it routes to ET&R for final approval. This approval/attestation step cannot be delegated.
  - Please note: since approval/attestation is being performed electronically, corporate card holders will no longer be required to sign paper statements.
Approval Workflow

Expense Report Created by an Initiator

Initiator

Dept. Designee

-Funding Source-

Employee

ET&R

-OR-

Supervisor

*Optional Funding Source Thresholds*
Approvals (continued)

• Once a workflow is initiated, email notifications are sent. The notifications provide a link taking approvers to the Duke@Work Universal Worklist where the expense can be reviewed.
Approval Email Notification

• An email notification will be as follows:

From: WF-Admin [mailto:wf-batch@pittap.nc.duke.edu]
Sent: Tuesday, February 16, 2015 4:37 PM
To: 
Subject: Approve GRANT, 5 - Trip 7900026880

Please approve trip number - 7000026880 for employee STEPHANIE GRANT
Employee's organizational department: 3224000901 SAP-Administrative Systems Management
Current approval step: Departmental Approval
Trip begins: 11/10/2014
Trip ends: 11/13/2014
Destination/Purpose: Testing for approver email updates
Reason: Testing the updates to the approver email related to appro
Trip Schema: 01 - Domestic Trip 69680

Total Costs: 22.80
Previously Approved/Posted to GL: 0.00
Current Transaction: 22.80

All funding sources

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2030001</td>
<td>5R21-A1-085238-02</td>
<td>11.40</td>
</tr>
<tr>
<td>2032879</td>
<td>1DP2-HD075699-01 SUB a2-P032510</td>
<td>11.40</td>
</tr>
</tbody>
</table>

* Cost object used in workflow for the funding source approval step.

Warning: The following WBS elements are final or ended:
[D030001 2032879]

Details on Slide 7
Details on Slide 8
Details on Slide 9
Approver Email Notification (continued)

From: WF-Admin [mailto:wf-batch@pptsap.mc.duke.edu]
Sent: Tuesday, February 10, 2015 4:37 PM
To: 
Subject: Approve GRANT, S - Trip 7000026880

Please approve trip number - 7000026880 for employee STEPHANIE GRANT
Employee's organizational department: 3224000901 SAP-Administrative Systems Management
Current approval step: Departmental Approval
Trip begins: 11/10/2014
Trip ends: 11/13/2014
Destination/Purpose: Testing for approver email updates
Reason: Testing the updates to the approver email related to approv
Trip Schema: 01 - Domestic Trip 698600

Total Costs: 22.80
Previously Approved/Posted to GL: 0.00
Current Transaction: 22.80

This email provides you with a summary of the expense report created on your behalf including your name, department, and trip number.
Approver Email Notification (continued)

### Funding Sources

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2030001</td>
<td>5R21-AI-085238-02</td>
<td>11.40*</td>
</tr>
<tr>
<td>2032879</td>
<td>1DP2-HD075699-01 SUB #2-P2032510</td>
<td>11.40</td>
</tr>
</tbody>
</table>

* Cost object used in workflow for the funding source approval step.

### Mileage

<table>
<thead>
<tr>
<th>Miles</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>2.80</td>
</tr>
</tbody>
</table>

### Per Diem Details

<table>
<thead>
<tr>
<th>Accomodations Per Diem</th>
<th>Meals Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Expense Type Details

<table>
<thead>
<tr>
<th>No.</th>
<th>Expense Type</th>
<th>Vendor</th>
<th>Receipt Amount</th>
<th>Receipt Date</th>
<th>Short Info.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Breakfast</td>
<td></td>
<td>10.00</td>
<td>11/10/2014</td>
<td>StarBucks</td>
</tr>
<tr>
<td>2</td>
<td>Internet Fees</td>
<td></td>
<td>10.00</td>
<td>11/10/2014</td>
<td>Surfing</td>
</tr>
</tbody>
</table>

### Warning

The following WBS elements are final or ended:
[2030001 2032879]
Approver Email Notification (continued)

Comments recorded throughout the process

A link for the approver to click on to process the workflow by performing tasks, such as approve it, return it for correction, or forward it to someone else who should approve it.

TRIP COMMENTS SECTION:
Testing the updates to the email related to approver comments and it's author.

APPROVER COMMENTS SECTION:
Created: DONALD W. WITTEN on: 12/04/2014 09:47:45
These are the approver comments from the TV DESIGNEE approver. These comments should appear on the email that is sent to the next approver. I bet that they do and that it looks correct. Thank you Dale for all your fine work.

Created: DONALD W. WITTEN on: 12/04/2014 09:53:58
These are the comments that were added by the Funding Source approver. The comments are added in the UWL, and should be presented in the email sent to the next approver. All the comments included in the comment box should be included in the email that is sent to the next approver. I need to fill up the approver comment box to test and confirm that the whole comment will be included in the email. How many more characters does this comment box include, I don't know that I can come up with a whole lot more to type here. I'm running out of things to say so will start type a bunch of other stuff: Archive Lin Image: TR546568FA958C17F0E10080009803655C. That just one additional thing I can type.

https://ept.oit.duke.edu/ljr/portal/MyUWL

System =PPT
In the Duke@Work Universal Worklist, information from the highlighted line is displayed at the bottom of the screen.

Employees can review general expense information, view attachments, add comments, and take action on the expense. Additionally, by approving the workflow, they are legally certifying the expense. Please note: if an expense report is returned for correction, notes are required.
Approvals (continued)

• **Approve** – approve the expense and send it based upon workflow to the next approval level.

• **Reject** – completely reject the workflow and send it back to the initiator. This is used in situations where Duke will not be paying the expense. Recommended that this is rarely used and must include comments.

• **Return for Correction** – returns the workflow to the initiator and the workflow can be modified and resubmitted. Comments must be included.

• **Display Expense Form** – allows approver to view the PDF of the expense.
Corrections

• When a trip is returned by an approver, it will be sent to the person that initiated the expense. Once the correction is made, the expense will be routed again through the approval chain.

• An email notification is sent to the initiator when an expense is returned.

-----Original Message-----
From: WF-Admin [mailto:wf-batch@pptsap.mc.duke.edu]
Sent: Tuesday, February 10, 2015 4:37 PM
To: 
Subject: RETURNED: Trip 7000026880 for GRANT , S

Trip 7000026880 for STEPHANIE GRANT has been returned for correction by DONALD W WITTEN JR.

*** Return for Correction Comments: ***
----------------------------------------
Returning this for correction, please make the necessary changes. Thank you

Click the link below to obtain Universal Worklist on the Portal:
https://ept.oit.duke.edu/irj/portal/MyUWL

System = PPT
Corrections (continued)

If an approver returns an expense, the initiator will receive an email and will need to access his/her Universal Worklist.

<table>
<thead>
<tr>
<th>Subject</th>
<th>From</th>
<th>Sent</th>
<th>Priority</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>[TV_DESIGNEE] Please Check trip 1100214839 for DUKE TRAVELER</td>
<td>Traveler 1, Duke</td>
<td>Today</td>
<td>Normal</td>
<td>New</td>
</tr>
<tr>
<td>Please Change trip 7000001155 for GWENDOLYN K HALL-DIFABIO</td>
<td>Hall-DiFabio, Gwendolyn</td>
<td>Jan 20, 2012</td>
<td>Normal</td>
<td>New</td>
</tr>
<tr>
<td>Please Change trip 1100214874 for DUKE TRAVELER</td>
<td>Hall-DiFabio, Gwendolyn</td>
<td>Jan 10, 2012</td>
<td>Normal</td>
<td>New</td>
</tr>
</tbody>
</table>

Information from the highlighted line is displayed at the bottom of the screen.

Please Change trip 1100214876 for DUKE TRAVELER

Memos
Comment Jan 20, 2012 2:30 PM by Hall-DiFabio, Gwendolyn
test to see message when returned

Correct Trip View Comments

Users must select “View Comments” to see comments provided by the approver. Returned expenses should always include comments.

Selecting “Correct Trip” allows the user to make necessary changes to the trip.
General Information

• For questions about Online Expense Reports, contact:
  3. Email Employee Travel and Reimbursement: [onlinetravel@duke.edu](mailto:onlinetravel@duke.edu)