Viewing Receipts for Expense Reports

Overview

Receipts for expense reports can be viewed at any time during the expense reporting process and once the expense report has posted under the employees “Expense Report” listing. Guidelines for viewing receipts are as follows:

- Approvers will see receipts attached to the approval workflow when the workflow is with them for approval. Once they approve an expense report and it moves forward, receipts will no longer be available for the approver to view through the Universal Worklist.
- Anyone with initiator access will be able to view receipts associated with an expense report. This access is unrelated to whether or not they were involved in creating/approving the trip or to other roles they may have in the expense reporting process.
- Any receipts that are added to an expense report through the “Expense Report” listing are not visible in workflow for approvers.

Viewing Receipts

1. After logging into Duke@Work (http://work.duke.edu), go to the “My Info” page. From “My Info”, go to “Travel and Expenses”.

Welcome to Duke@Work.

MyHome
- View and edit your home address.
- View and edit your interstate and external mailing addresses.
- View a summary of your personal information in the HR/Payroll system.
- View family members and dependents.
- View and edit your Duke Flex Account.
- View and edit your Duke directory listing and settings.
- View your payroll representative.

Quick Link

Emergency Cell Phone for Emergency Text Messaging

MyTime
- Enter your current period timesheet.
- View historical timesheets entered through Duke@Work.
- View and approve your timesheet.
- Access the Time and Attendance system for DUHS & select University Employees.

Quick Link

MyCareer
- Search for jobs at Duke.
- Access links to professional development resources.
- GHR Performance Management

Quick Link

Travel and Expenses
- Create Travel/Expense Reports
- Create Non-Travel Expense Reports

Quick Link

My Trips and Expenses
2. From the “Travel and Expenses” page, select “My Trips and Expenses” to view receipts associated with your own expense reports. Select “My Employees” to view receipts for employees to which you have initiator access.

3. For initiators, highlight the employee for whom you would like to review receipts in the “Employee List” at the top of the screen. Once highlighted, the bottom portion of the screen will display the “Expense Report” list for that employee. Go to the “Attachments” column and select the link to the receipts that you would like to view. Note: If the “Attachments” column indicates “Add”, there are no attachments associated with the expense report.
If you are searching for your own receipts, you will see your receipts under the “All My Expense Reports” tab. Go to the “Attachments” column and select the link to the receipts that you would like to view. Note: If the “Attachments” column indicates “Add”, there are no attachments associated with the expense report.

4. Once the link is selected, you will receive a popup box listing each attachment and the date it was added to the expense report. Attachments are given a system generated name when they are uploaded and the name cannot be modified. Select the attachment that you would like to view and the receipt PDF will launch.

Note: Any attachment added by selecting “Browse” and uploading a PDF in this screen, will not be part of workflow and is not visible to approver. You must open the expense report and send it for approval for attachments added here or in Step 1: General Data to be included as part of workflow and visible to approvers. It is strongly recommended that you do not add attachments through this screen.