Log on to Duke@Work and click on “My Info.”
Next, click on “My Expenses.”
Select “Create My Out of Pocket Non-Travel Expense Report.”
1. Enter date of meeting/event for start date and end of calendar month for end date.

2. Enter destination (venue).

3. Enter USP Mentor Meeting for "Reason".

4. Enter "reimbursement for mentor meeting between Grad/Prof Uni NAME and Uni NAME" with names of mentors/mentees.

5. You will likely need to change the Cost Assignment to the USP's code: 4519314.
Click on “Change Cost Assignment.” The following page will open. Enter the information in the screen shot below in the Cost Assignment for Trip box. Then click “Accept.”
6. Click “Save Draft.”
7. After saving your draft, click on the "Attachments" button.

**** Please remember to add your receipt attachment. ****

**General Data**

<table>
<thead>
<tr>
<th>*Start Date:</th>
<th>01/27/2017</th>
<th>00:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>*End Date:</td>
<td>01/31/2017</td>
<td>00:00</td>
</tr>
</tbody>
</table>
8. Click “Choose File” and locate a saved PDF of your receipts.

9. Then click “Upload” and “Save Draft” again.

*** Please remember to add your receipt attachment. ***

**General Data**

- Start Date: 01/27/2017 00:00
- End Date: 01/31/2017 00:00

**Destination**

- Destination/Purpose: USP Mentor Meeting
10. After uploading attachments and saving, click on “Enter Receipts.”

**** Please remember to add your receipt attachment. ****

**General Data**
- **Start Date:** 01/27/2017
- **End Date:** 01/31/2017

**Destination**
- **Destination/Purpose:** USP Mentor Meeting
Please remember to add your receipt attachment.

**Receipts In This Expense Report**

1. Click on “New Entry” and select 696000 Business Meetings from the drop-down menu under “Expense Type”.

<table>
<thead>
<tr>
<th>No.</th>
<th>Status</th>
<th>Expense Type</th>
<th>Receipt Amount</th>
<th>Receipt Date</th>
<th>Short Info</th>
<th>Paper Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td></td>
<td>696000-Postage</td>
<td>0.00</td>
<td>01/27/2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Please remember to add your receipt attachment.**

### Receipts in This Expense Report

<table>
<thead>
<tr>
<th>No.</th>
<th>Status</th>
<th>Expense Type</th>
<th>Receipt Amount</th>
<th>Receipt Date</th>
<th>Short Info</th>
<th>Paper Receipt</th>
<th>Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td></td>
<td>696003-Business Meetings</td>
<td>0.00</td>
<td>03/07/2017</td>
<td></td>
<td>✔️</td>
<td></td>
</tr>
</tbody>
</table>

11. Enter 1 for “Number.”

12. Enter “USP Mentor Meeting” for “Description” and “Business Purpose.”

13. Enter “Reimbursement for USP mentor meeting between names of mentor(s) and mentee(s)” for “Comment.”

14. Click “Accept.”
17. Click “Review”

**** Please remember to add your receipt attachment. ****

Receipts in This Expense Report

<table>
<thead>
<tr>
<th>No.</th>
<th>Status</th>
<th>Expense Type</th>
<th>Receipt Amount</th>
<th>Receipt Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td></td>
<td>696000-Business Meetings</td>
<td>0.00</td>
<td>01/27/2017</td>
</tr>
</tbody>
</table>

* Number: 1

* Description: USP Mentor Meeting

* Business Purpose: USP Mentor Meeting

Comment: Reimbursement for USP mentor meeting between Grad/Prof Uni and Ugrad Uni
**** Before you Save and Send for Approval, please remember to add your receipt attachment on the General Data screen.****

**Final Action**
- **Save Draft**: I only want to save my expense report and send it later.
- **Save and Send for Approval**: I want to save my expense report and send it now for further processing.

- **I certify that the amounts submitted for the reimbursement were expended for Duke business purposes.** If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract. If receive reimbursement from an external party for any portion of these expenses, I agree to return the funds to Duke.

**Comment**
- reimbursement for meeting between grad prof and grad student

**Summary**
- Total Individual Receipts: 30.00 USD
- Total Travel Expenses: 30.00 USD
- Amount Reimbursed: 30.00 USD
- Amount Paid Out: 30.00 USD

**Cost Assignment**
- 30.00 USD is assigned to University Scholars.

- **18. Click "Save and Send for Approval."**

- **19. Click "Display Expense Form." A PDF will download of the Expense Form. Please send a copy to me.**

- **20. Click "Save and Send for Approval." I will get a message requesting that I approve the reimbursement.**
HOORAY!!! YOU’RE DONE!!!