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.”
*** 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: 2. Enter destination (venue)

**Additional Information**

Trip Type, Statutory: Out of Pocket - Non-Travel
Reason: USP Mentor Meeting
Comment: reimbursement for mentor meeting between Grad/Prof Uni NAME Ugrad Uni NAME

**Cost Assignment**

190.00% Cost Center 4519314 (UNIVERSITY SCHOLARS)

[Change Cost Assignment]

**Mileage**

Total Distance: 3 Mile
Vehicle Type: Personal Vehicle

[Enter Mileage Details]
Click on “Change Cost Assignment.” The following page will open. Enter the information in the screenshot 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**

* Start Date: 01/27/2017 1 00:00
* End Date: 01/31/2017 1 00:00
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
11a. Click on "New Entry" and select 696000 Business Meetings from the drop-down menu under "Expense Type."

11b. Click on "New Entry" again and select 146000 NC Sales tax-Out of Pocket from the drop-down menu under "Expense Type."
**Receipts in This Expense Report**

<table>
<thead>
<tr>
<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></td>
<td>095000-Business Meetings</td>
<td>11.50</td>
<td>06/31/2018</td>
<td></td>
<td>Entered Manually</td>
<td></td>
</tr>
<tr>
<td></td>
<td>146000-NC Sales tax-Out/Pocket</td>
<td>0.90</td>
<td>08/31/2018</td>
<td></td>
<td>Entered Manually</td>
<td></td>
</tr>
</tbody>
</table>

12a. Enter receipt amount excluding taxes

12b. Enter NC Sales Tax

13. Enter 1 for "Number."

14. Enter USP Mentor Meeting for "Description" and "Business Purpose."

15. Enter "Reimbursement for USP mentor meeting between names of mentor(s) and mentee(s)."

16. 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

18. Click "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 reimbursement were expected for Duke business purposes. I understand that all amounts are supported by invoices and were necessary to complete the project. I certify that the claimed expenses comply with the conditions of the grant or contract. I release reimbursement from any external party for any portion of these expenses. I agree to return the funds to Duke.

Comment:

reimbursement for member meeting between Grass/Prof Univeri and Ugrad/Urs

Summary

<table>
<thead>
<tr>
<th>Total Individual Receipts</th>
<th>30.00 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Travel Expenses</td>
<td>30.00 USD</td>
</tr>
<tr>
<td>Amount Reimbursed</td>
<td>30.00 USD</td>
</tr>
<tr>
<td>Amount Paid Out</td>
<td>30.00 USD</td>
</tr>
</tbody>
</table>

Cost Assignment

30.00 USD Company Code: 010 (Duke University) Cost Center: 481314 (UNIVERSITY SCHOLARS)

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!!!