Expense Report Business Process

Roles and Responsibilities

**Employee**
- Submit receipts
- Assumes expense delegate responsibilities if creating report
- Confirm Duke business purpose – during creation or submission

**Expense Delegate**
- Timely creation
- Effective bundling
- Organization
  - Receipt for each expense
  - Sales tax itemized
  - Expenses allocated
  - Notes included per Duke/business unit requirements
  - Assign funding/GL

**Department**
- Appropriate
- Funding
- Correct
- GL accuracy
- Quality Control
  - Receipt for each expense
  - Sales tax itemized
  - Expenses allocated
  - Notes included per Duke/business unit requirements

**Funding**
- Appropriate
- AAR for sponsored projects
- GL accuracy

**Mgmt. Center**
- Appropriate

**TRaC Reps:**
- Monitor Workflow
- Cardholder Follow-up
- Quality Control
- Timely Posting
- Education

Business Manager – monitors process and engages if business processes break down.