

# Expense Report Business Process

## *Roles and Responsibilities*

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

### **Employee**

- Submit receipts
- Assumes initiator responsibilities if creating report
- Confirm Duke business purpose – during creation or during approval workflow

### **Initiator**

- Timely creation
- Effective bundling
- Organization
  - Receipts sequenced and numbered
  - 1 PDF
  - Currency conversion documented
  - Sales tax itemized

### **Department**

- Appropriate
- Correct
- G/L accuracy
- Quality Control
  - Receipts sequenced and numbered
  - 1 PDF
  - Currency conversion documented
  - Sales tax itemized

### **Funding**

- Appropriate
- G/L accuracy

### **Mgmt. Center**

- Appropriate

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