
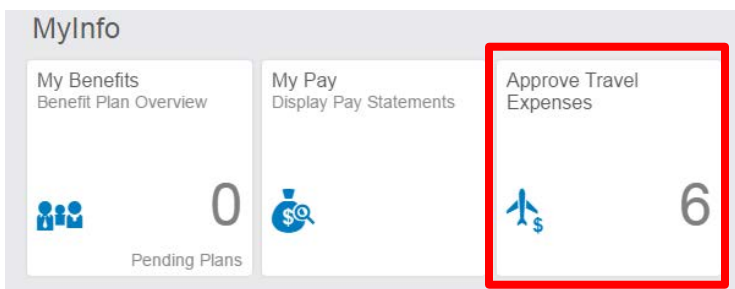



# Duke Mobile

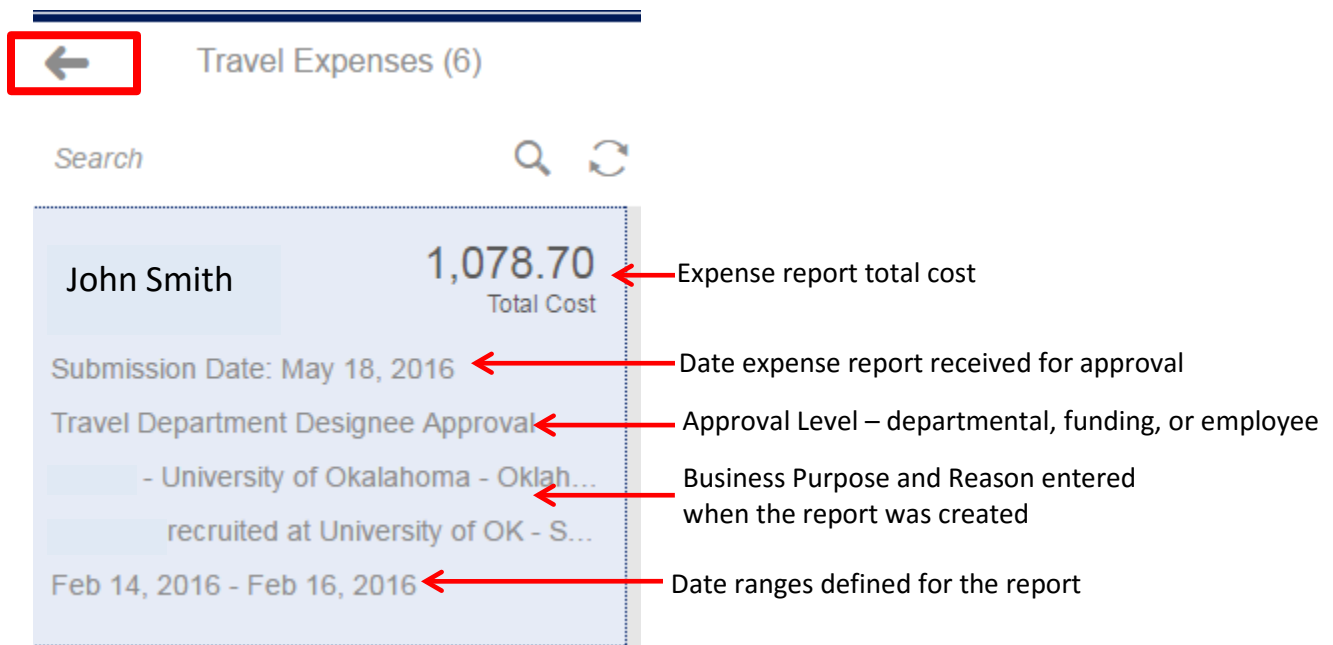
## Expense Report Approval from a Mobile Device



**Please note: screen displays and messages displayed when opening attachments may vary based upon your mobile device. These instructions provide general guidance for all mobile devices. For instructions on how to download Duke Mobile, visit [oit.duke.edu](http://oit.duke.edu) and search on Duke Mobile.**

1. From the Duke Mobile App, select the Duke@Work icon . Multi-factor Authentication is required.
2. From “MyInfo”, select the “Approve Travels Expenses” box.



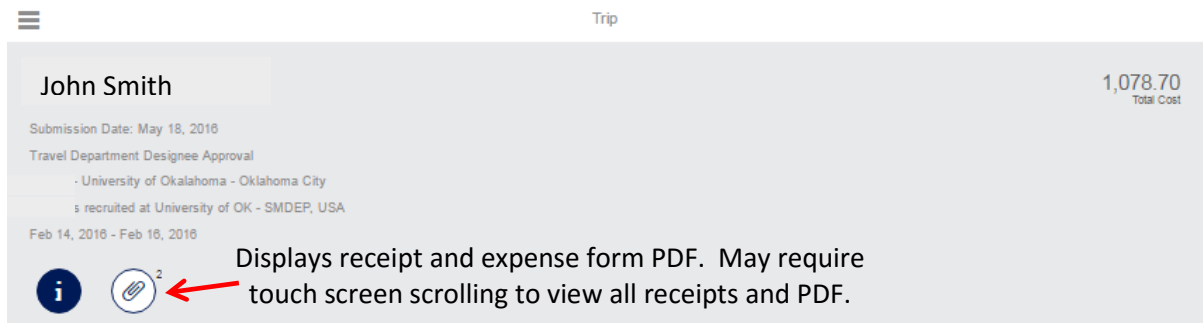
3. You will see a list of all expense reports awaiting approval. Use the touchscreen to select the expense report you want to review. Select  to return to the previous screen.



4. Detailed expense report information is displayed. By using the touch screen to scroll down the page, by selecting attachments , and by using the arrows , you will see additional details including:



- Receipts
- Expense form PDF
- Expense type details
- Funding source details

Once all information is reviewed, action buttons are available allowing you to approve, return, reject, or forward (cannot forward employee approval level) as appropriate.



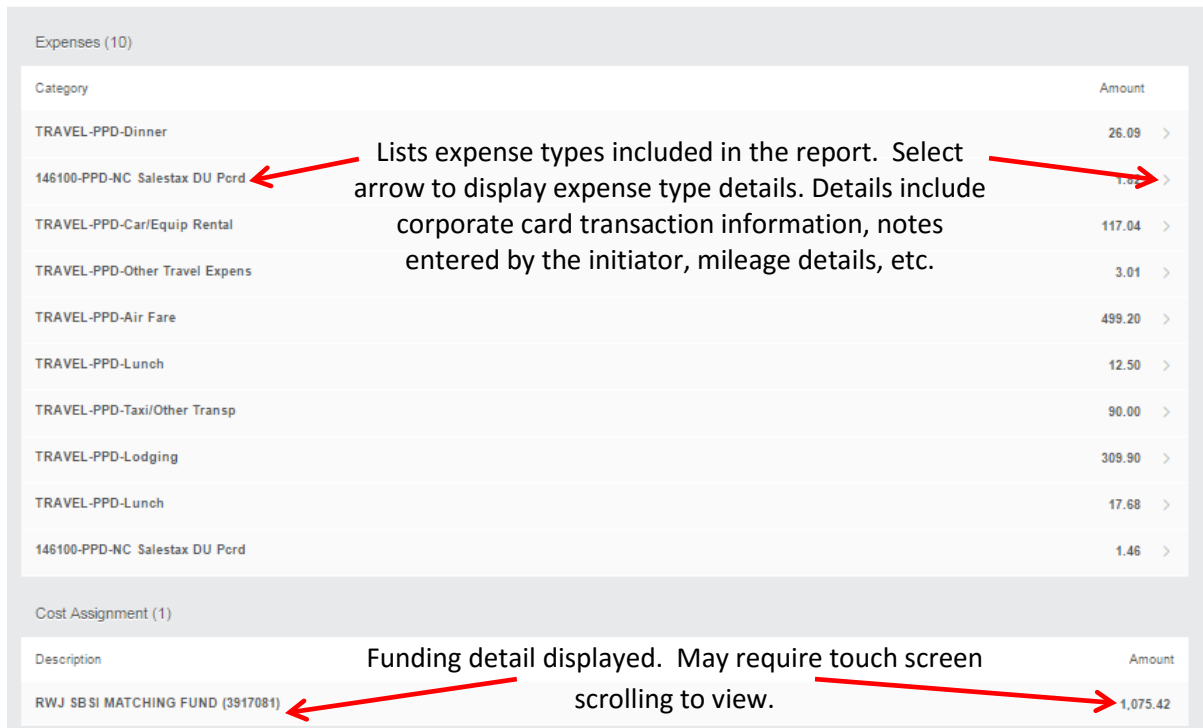
John Smith 1,078.70  
Total Cost

Submission Date: May 18, 2016  
Travel Department Designee Approval  
- University of Oklahoma - Oklahoma City  
s recruited at University of OK - SMDEP, USA  
Feb 14, 2016 - Feb 16, 2016

  Displays receipt and expense form PDF. May require touch screen scrolling to view all receipts and PDF.

Displays cost information including previously posted amounts and comments from other approvers.

Advance: 0.00  
Total Cost: 1,078.70  
Posted to GL: 0.00  
Current Transaction: 1,078.70  
Approver Comments: -None-



Expenses (10)

Category	Amount
TRAVEL-PPD-Dinner	26.09 >
146100-PPD-NC Salestax DU Pord	1.46 >
TRAVEL-PPD-Car/Equip Rental	117.04 >
TRAVEL-PPD-Other Travel Expens	3.01 >
TRAVEL-PPD-Air Fare	499.20 >
TRAVEL-PPD-Lunch	12.50 >
TRAVEL-PPD-Taxi/Other Transp	90.00 >
TRAVEL-PPD-Lodging	309.90 >
TRAVEL-PPD-Lunch	17.68 >
146100-PPD-NC Salestax DU Pord	1.46 >

Cost Assignment (1)

Description	Amount
RWJ SBSI MATCHING FUND (3917081)	1,075.42

Lists expense types included in the report. Select arrow to display expense type details. Details include corporate card transaction information, notes entered by the initiator, mileage details, etc.

Funding detail displayed. May require touch screen scrolling to view.



Approve Return Reject Forward

Action buttons always display at the bottom of the screen. When the review is complete, take the appropriate action. You will be prompted if comments are required.