

REIMBURSING DUKE

be coded to your discretionary

Losses, Damages and Other Write Offs or Personal/Non Allowable). Also, it is in contradiction of Duke's policy to pay for a non allowable expense (<https://finance.duke.edu/travel/reimbursement/expenses>), like purchasing travel and the Business Office, for deposit the check, stating the account and G/L the

funds need to be deposited to. The funds should be deposited into the same account and G/L that was used to clear the original charge.

3. After Wendy makes the deposit, she will email you a copy of the Bursar's Receipt. You should attach a copy of this receipt to the Concur expense report the original transaction is on, and enter the receipt number in the appropriate space of the report.
4. Then the expense report should be submitted through Concur, as usual.

NOTE: If the transactions above are in danger of being written off or is on an expense report in danger of being written off, immediate action needs to be taken to ensure that the deposit and expense report submission is done before the 15th of the month.

Also, keep in mind that ET&R keeps track of each time the above situations occur and may reach out to you or even suspend your corporate card use.