

Instructions for traveling and reimbursements.

Please fill out the Department Travel Form and Conference Travel Form (for grad school if you have passed your prelims). Both can be found on the Soc website under Graduate tab, then forms to the left.

These forms ARE REQUIRED FOR ALL TRAVEL 45 days in advance. These are to be filled out and submitted before you go anywhere. Filling these out ensures that you will have money to get reimbursed. This is documented on the Department Funding for Travel Letter from Martin Ruef, also on the website.

When you return and are ready to complete your reimbursement, You will login to the DUKE@WORK website. There is training videos that explain. The website is:
<http://finance.duke.edu/travel/training/index.php>

All receipts will need to be scanned and uploaded.

Scanning Guidelines

- Scan original receipts; fax and emailed copies often do not provide high quality scans.
- Scanned images must be legible. Scanning at a lower resolution can make data unreadable.
- Scan all receipts in portrait view and ensure they all face upright
- Scan all receipts in **ONE (1) Document, not multiple documents.**
- Tape small receipts to 8 ½ x 11 sized paper prior to scanning. Please put as many receipts on a page as possible. **Do Not scan 1 receipt per page.**
- Avoid covering text/data with tape. Tapes may not be totally translucent and will black out data. Tape can also dissolve the ink on the receipts.
- Use blue or black ink for notations. Other colors do not scan well.
- **Do not use highlighters as data is often blacked out during scanning.**

When you submit your reimbursement online and you get to the last page, there will be two radio buttons, **SAVE** and **SAVE & SEND**. **HIT SAVE - NOT SAVE & SEND.** When you do this, send me an email letting me know that you completed the online form as well as send me the receipts you uploaded. I will then go into your reimbursement, Code and double check your entries, as well as print a copy for our records.

When I have completed this process, I will hit **Save & Send**. This will send the expense report to Brenetta for her approval. Once she approves you will receive an email from (WF-Admin < wf-batch@prdsap.mc.duke.edu >) telling you to approve. You will click on the link in the email, log into your form, hit approve, then it with go to Employee Travel for final approval/payment.

If you have any questions, feel free to ask.
Jessica