

REIMBURSING DUKE UNIVERSITY

FOR A NON-ALLOWABLE EXPENSE

Using your Duke corporate card for personal purchases is not allowed and is in contradiction of Duke's corporate card policy

(<https://finance.duke.edu/procurement/procure/card/responsibilities#limit>). This type of expense will usually be coded to your discretionary (or other default) account and to G/L 695600 (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 insurance for domestic travel or purchasing upgraded airline seats/hotel rooms, with your corporate card. This type of expense will usually be coded to your account (like your discretionary/default account) and G/L (like 698600 Domestic Travel).

If either of these situations happen, and you cannot obtain a full refund from the vendor, the University will need to be reimbursed. Please follow the steps below to reimburse the University.

1. Write a check for the reimbursement amount, payable to Duke University.
2. Forward check to Wendy Conklin, in the Business Office, for deposit. Include a note with 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.