

Send all spending-related emails to [receipts@cs.duke.edu](mailto:receipts@cs.duke.edu)  
Policy Effective 5/7/2014

Dear faculty,

This message is to alert you to a new, important process change and to ask for your participation.

Effective immediately please use [receipts@cs.duke.edu](mailto:receipts@cs.duke.edu) to submit all receipts and related spending information to your admin staff member.

[receipts@cs.duke.edu](mailto:receipts@cs.duke.edu) has been set up to automate one of the most labor intensive aspects of processing your spending. Your exclusive use of this email for spending needs will make a huge difference to your admin staff member's efficiency, effectiveness and happiness.

Your messages and attachments will be handled by your usual staff member in the ways to which you have become accustomed. The only change we need from you is to send your spending-related emails to [receipts@cs.duke.edu](mailto:receipts@cs.duke.edu).

#### **FAQ's**

*Can I email photos of meal, taxi, etc, receipts?*

YES, PLEASE! If you've written any details (e.g. funding source, meal participants/relationship to Duke, etc) on the other side be sure to take pictures of both sides. Auditors must be able to easily read the date, time, vendor and amount. For meals, we must, must, must have itemized receipts! Send them to [receipts@cs.duke.edu](mailto:receipts@cs.duke.edu). Hang onto the receipts for a while; if they are not sufficiently legible we will need to collect them from you.

*How else can I help my staff person?*

Send receipts and related info to [receipts@cs.duke.edu](mailto:receipts@cs.duke.edu) early and often. Deliver as much through email as is possible and convenient for you. Keep it simple - send only related items in a single email msg, and limit the content to spending info only. Use the subject line – conference acronym, trip name, or "Non-Travel" are great things to put in the subject line.

*What about my students' out-of-pocket spending?*

Send your students to Kathleen to talk about the best way to minimize their out-of-pocket travel and other reimbursable expenses.

*Who will process my receipts?*

Your regular admin support staff person.

*When my admin staff person replies to my spending emails, what address will the reply be from?*

When your staff person has questions about a receipt their reply message will be from [receipts@duke.edu](mailto:receipts@duke.edu). This way the whole thread can be automatically handled by the filters set up on [receipts@duke.edu](mailto:receipts@duke.edu).

*What if I forget and send the receipts to the individual email address of my staff person?*

No worries. Your staff person will respond by asking you to resend to [receipts@cs.duke.edu](mailto:receipts@cs.duke.edu). [receipts@cs.duke.edu](mailto:receipts@cs.duke.edu) uses the sender's email to determine to which folder to segregate the message, so we can't just forward your email to [receipts@cs.duke.edu](mailto:receipts@cs.duke.edu) on your behalf. We also hope that this will help you form the new habit of sending your receipts and spending info to [receipts@cs.duke.edu](mailto:receipts@cs.duke.edu).

*What if I am sending my receipts from a non-Duke email account or use more than one email account from which to send spending info?*

No worries. Your message will get through to the inbox of [receipts@cs.duk.edu](mailto:receipts@cs.duk.edu) and we'll hand sort it the first time, then we'll add as many email addresses as you use to your profile so that the program can recognize it as being from you thereafter.

*Why is this change needed?*

This change is needed in order to mitigate the increased time that the newly imposed corporate expense processing system (TRaC) requires. Other departments have chosen to address this by shifting more of the organizing and data input onto faculty. In Biology, faculty have no staff help whatsoever with their receipts – they do all their own data input directly into Duke@Work! In other departments, faculty are required to prepare all receipts and submit them with a matching cover sheet. We hope to avoid either of these strategies, but we will need your cooperation.

Thanks so very much! Your feedback is very important to us. Please let me know your thoughts.

Jewel

On behalf of the TRaC team, Pam, Camelia and Kathleen

P.S. Don't forget! The new email is [receipts@cs.duke.edu](mailto:receipts@cs.duke.edu)!

P.P.S. This is a very exciting development for the TRaC team. Many, many thanks to our excellent lab staff for making this solution available to us!