

































Concur Audit Rules

Rule Name	Event	Active	Icon	Exception Level	Exception Text	Required Field	Expense Type
**DU-Non-Travel & Daily Allowance	Entry Save	Y	!	Action Required	You cannot submit a "Non-Travel" Report with Daily Allowance/Per Diem transactions. Please remove the itinerary from this report or choose the right policy.		Lodging Per-Diem Meal / Incidental Per-Diem Daily Allowance (gross)
**DU-Non-Travel Attendee Info Provided	Entry Save	Y	!	Action Required	Please make sure that all "Attendee Information has been provided" and check the box.	*Has attendee information been provided?	693200-Entertainment/Develop
**DU-Non-Travel Business Meetings <10 Attendees	Entry Save	Y	!	Information Only	If you have fewer than 10 attendees, please select and add each attendee.	Number of Attendees	696000-Business Meeting
**DU-Non-Travel CC & OOP NC Sales Expense Type	Entry Save	Y	!	Action Required	Action: Please make sure the payment type fits the expense type being used - NC Sales Tax.		146000-NC Salestax-Out of Pocket
**DU-Non-Travel Dues/Mem/Cert Fee	Entry Save	Y	!	Information Only	All payments for memberships/dues must be approved by a Dean, Director or senior department administrator. Only professional memberships/dues related to an employee's discipline are eligible for payment. Personal contributions associated with a membership are not allowed.		690600-Dues/Mem/Cert Fees
**DU-Non-Travel Entertainment <10 Attendees	Entry Save	Y	!	Information Only	If you have fewer than 10 attendees, please select and add each attendee.	Number of Attendees	693200-Entertainment/Develop
**DU-Non-Travel Entertainment/Development	Entry Save	Y	!	Information Only	This account is used to record the cost of expenses associated with public relations and social expenses or any function/meal where alcoholic beverages are served. This expense type cannot be used with Federal grants and/or contracts and indirect costs.		693200-Entertainment/Develop
**DU-Non-Travel Exp Subject / Blood Donations	Entry Save	Y	!	Information Only	Additional information for each gift card recipient must be provided to ET&R. Reference GAP 200.420 for required information.		622500-Exp Subject / Blood Donors
**DU-Non-Travel Exp Subject/Blood Recipient Names to ET&R	Entry Save	Y	!	Action Required	Please make sure you have provided the "Recipient Names" to this expense and checked the box.	*DU-Checkbox	622500-Exp Subject / Blood Donors
**DU-Non-Travel Expense Types not valid w/Missing Receipt Affidavit	Entry Save	Y	!	Action Required	You cannot use the Missing Receipt Affidavit for this expense type, an actual receipt is required. If you do not have one, please contact your vendor to obtain a copy.	Has Missing Receipt Affidavit	Lodging Airfare Car Rental
**DU-Non-Travel Expenses >\$500	Entry Save	Y	!	Action Required	You are using an expense type that if greater than \$500.00 needs to include: Physical Location, Business Purpose, Who owns the property and a description of the items.	*Business Purpose Fields Has Comments *Name of and/or Location Fields *Type of Vehicle - Who Owns Property	640800-Computer Supplies
**DU-Non-Travel Gift (ET&R Review)	Entry Submit	Y	!	Auditor Review	ET&R note, this report contains "Gift" related expenses, please review for the appropriate Dean, Director or Dept. Head approvals.		691800-Gift Certificates/Cards 693200-Gifts and Awards
**DU-Non-Travel Gift Cards/Certs and Awards	Entry Save	Y	!	Information Only	Additional information for each gift card recipient must be provided to ET&R.		691800-Gift Certificates/Cards 693200-Gifts and Awards
**DU-Non-Travel Gift Cards/Certs and Awards Recip Doc	Entry Save	Y	!	Action Required	Please make sure the "Recipient Documentation has been sent to ET&R" and check the box.	*DU-Checkbox	691800-Gift Certificates/Cards 693200-Gifts and Awards
**DU-Non-Travel Losses/Damages	Entry Save	Y	!	Action Required	If this is a personal charge, please document the check # & bursar receipt # for repayment.	*DU-Checkbox	695600-Personal/Non Allowable
**DU-Non-Travel OOP & CC NC Sales Expense Type	Entry Save	Y	!	Action Required	Action: Please make sure the payment type fits the expense type being used - NC Sales Tax.		146100-NC Sales Tax-Corporate Card Charge
**DU-Non-Travel Service Vehicle Number	Entry Save	Y	!	Information Only	If applicable, please enter the Duke Service Vehicle Number and re-submit the expense.	*Type of Vehicle - Who Owns Property	640500-Fuel Automotive Supplies
**DU-Non-Travel-Cell Phone Duke OIT Checkbox	Entry Save	Y	!	Action Required	Please confirm that this equipment/service plan was purchased through Duke OIT by checking the box.	*DU-Checkbox	698230-Cell Phone Chgs-Telcom















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**DU-Non-Travel-Cell Phone Duke Policy Note	Entry Save	Y		Information Only	Per Dukes Mobile Communication Device Policy the corporate card should only be used to pay for cell phones/service plans purchased through Duke OIT. Phones/service plans not purchased through OIT are the responsibility of the employee. Departments can approve a Mobile Device stipend through Corporate Payroll, if appropriate.		698230-Cell Phone Chgs-Telcom
**DU-Non-Travel-Personal/Non-Allowable Expense	Entry Save	Y		Action Required	You cannot submit a "Personal/Non-Allowable" expense with the "Out-of-Pocket" payment type.		695600-Personal/Non Allowable
**DU-Recipient Names to ET&R (Processor)	Report Submit	Y		Auditor Review	This report used one of the following Expense Types "Gift Certificates/Cards, Gifts/Awards and/or Exp Subject/Blood Donations" that should contain a Recipient List. Please review and/or return.	*DU-Checkbox	693200-Gifts and Awards 691800-Gift Certificates/Cards 622500-Exp Subject / Blood Donors
**DU-Unsupported MCC Payment Type	Entry Save	Y		Information Only	This expense is restricted for use on Corporate Card transactions only.		696200-Unsupported MCC Code
*DU-Business Meeting - Agenda and Attendees	Entry Save	Y		Action Required	Action: Please review this expense type for the attached Agenda, Attendee List and Attendees.	*DU-Checkbox *Has attendee information been provided?	696000-Business Meeting
*DU-Business Meeting w/Alcohol	Entry Save	Y		Information Only	This expense type is used to record costs associated with planned business meetings/symposiums where a specific agenda and business objective is defined. Meals that include alcohol should be charged to Entertainment.		696000-Business Meeting
*DU-CC & OOP NC Sales Expense Type	Entry Save	Y		Action Required	Action: Please make sure the payment type fits the expense type being used - NC Sales Tax.		NC-Sales Tax-Out of Pocket-146000
*DU-Courtesy Car - Log	Entry Save	Y		Action Required	You must attach the "Mileage Log" to this expense and check the box as an affirmation.	*DU-Checkbox	Courtesy Car - Athletics Only
*DU-Courtesy Car/Personal Car - Log Attached	Entry Save	Y		Action Required	Please make sure the Log is attached, just like a receipt.	*DU-Checkbox Has User-Attached Receipt Image	Courtesy Car - Athletics Only Personal Car Mileage
*DU-Entertainment - Attendee Info	Entry Save	Y		Action Required	Please make sure the "Has attendee information been provided" box is check and attendee information provided.	*Has attendee information been provided?	Entertainment-693200
*DU-Entertainment Exp Statement	Entry Save	Y		Information Only	This account is used to record the cost of expenses associated with public relations and social expenses or any function/meal where alcoholic beverages are served. This expense type cannot be used with Federal grants and/or contracts and indirect costs.		Entertainment-693200
*DU-Expense Types not valid w/Missing Receipt Affidavit	Entry Save	Y		Action Required	You cannot use the Missing Receipt Affidavit for this expense type, an actual receipt is required. If you do not have one, please contact your vendor to obtain a copy.	Has Missing Receipt Affidavit	Lodging Airfare Car Rental
*DU-Group Meal - Agenda Attached	Entry Save	Y		Action Required	Please make sure you attach an Agenda or List when using this expense type.	*DU-Checkbox	Group Meal (Student/Program)
*DU-Group Meal Agenda Attached (Processor)	Entry Save	Y		Auditor Review	This report contains "Busniess Meeting" and/or "Group Meal" expenses. Please review expense type for a list or agenda attached. Return if necessary.	*DU-Checkbox	Group Meal (Student/Program)
*DU-International Travel _DU Actuals_ED2	Entry Save	Y		Action Requested	If you are claiming a Meal per Diem for your International Trip, please go to Details > Travel Allowance and add you itinerary to the report to generate meal per diem expenses by day. HURONED	Travel Allowance Configuration Number of Days in Trip	
*DU-International Travel Needs an Itinerary_ED	Report Save	Y		Action Requested	If you are claiming Meal Per Diems for International travel, you must complete the Travel Itinerary. (Details Menu > Travel Allowance - New Itinerary)	*Trip Type	

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Rule Name	Event	Active	Icon	Exception Level	Exception Text	Required Field	Expense Type
*DU-Meal Time Restrictions (Breakfast)	Entry Save	Y		Auditor Review	Breakfast will be allowed when the traveler is out of town the night before or when the incurred travel begins earlier than a normal breakfast (7:00am).	Trip Start Date Transaction Date	Breakfast
*DU-Meal Time Restrictions (Breakfast) Return	Entry Save	Y		Auditor Review	Breakfast will be allowed when the traveler is out of town the night before or when the incurred travel begins earlier than a normal breakfast (7:00am).	Trip End Date Transaction Date	Breakfast
*DU-Meal Time Restrictions (Dinner)	Entry Save	Y		Auditor Review	Dinner reimbursement will be made when the trip begins prior to the dinner hour (5:30pm) or when the traveler does not return home until after the normal dinner hour (7:00pm).	Trip End Date Transaction Date	Dinner
*DU-Meal Time Restrictions (Dinner) Return	Entry Save	Y		Auditor Review	Dinner reimbursement will be made when the trip begins prior to the dinner hour (5:30pm) or when the traveler does not return home until after the normal dinner hour (7:00pm).	Trip End Date Transaction Date	Dinner
*DU-Meal Time Restrictions (Lunch)	Entry Save	Y		Auditor Review	Lunch will be reimbursed provided that the trip begins before the lunch hour or 11:00am.	Trip End Date Transaction Date	Lunch
*DU-Meal Time Restrictions (Lunch) Return	Entry Save	Y		Auditor Review	Lunch will be reimbursed provided that the trip begins before the lunch hour or 11:00am.	Trip End Date Transaction Date	Lunch
*DU-Mileage Payment Type	Entry Save	Y		Action Required	This expense type is only "Out of Pocket", a CC transaction cannot be used. Please change your entry.		Courtesy Car - Athletics Only Personal Car Mileage
*DU-Non Travel Trip Type	Entry Save	Y		Action Required	You are preparing a "Travel Report" and cannot use the "Non-Travel" trip type, please change and re-save or re-submit.	*Trip Type	
*DU-Non-Travel Trip Type	Report Save	Y		Action Required	You are preparing a "Travel Report" and cannot use the "Non-Travel" trip type, please change and re-save or re-submit.	*Trip Type	
*DU-OOP & CC NC Sales Expense Type	Entry Save	Y		Action Required	Action: Please make sure the payment type fits the expense type being used - NC Sales Tax.		NC-Sales Tax-Corporate Card Charge-146100
*DU-Per Diem and Actual on Same Report	Report Submit	Y		Action Required	You cannot have Per Diem and Actual meal expenses on the same expense report. Please adjust and re-submit.		Meal / Incidental Per-Diem Breakfast Dinner Lunch
*DU-Personal Mileage - Log or GMaps	Entry Save	Y		Action Required	You must attach the "Mileage Log" or use the "Mileage Calculator" for the expense. If you choose the log, please check the box as an affirmation.	*DU-Checkbox Has Mileage Calculator	Personal Car Mileage
*DU-Personal/Non-Allowable Expense	Entry Save	Y		Action Required	You cannot submit a "Personal/Non-Allowable" expense with the "Out-of-Pocket" payment type.		Personal/Non Allowable-695600
*DU-Travel Trip Type	Report Save	Y		Action Required	If you are preparing a "Travel Report", you cannot use the "Non-Travel" Trip Type. Please change and re-save.	*Trip Type	
*DU-Trip Type "Other"	Report Save	Y		Action Required	You have selected "Other" as a Report/Trip Purpose, please add "Additional Information" and re-submit.	*Trip Purpose	
*DU-Unsupported MCC Rule	Entry Save	Y		Information Only	Note: The most appropriate purchasing method for this type of expense is a purchase order.		Unsupported MCC Code - 696200
*DU-Workflow for HS Skip (DUHS - except cc0050)	Report Submit	Y		Information Only	This will skip the Funding Approval based on (There were no changes from the user profile on the header).	Company Code Cost Object Type Cost Center/WBSE/IO	
**DU-Non-Travel-Loss/Damages User	Entry Save	Y		Information Only	Unauthorized charges cannot be cleared until the offsetting credit is received from the Vendor/Bank of America. Contact Card Services for assistance with filing a Dispute Claim.	Expense Type	695600- Losses&Damages/Unauthorized use

Concur Audit Rules

Rule Name	Event	Active	Icon	Exception Level	Exception Text	Required Field	Expense Type
*DU-Amount Due Duke	Entry Save	Y		Information Only	This expense type (never a NEGATIVE amount) is used to record the amount returned to Duke for expenses marked as personal/non allowable. Please record the Bursar Receipt # in the appropriate field and attach a copy of the Bursar receipt as documentation.	Expense Type	695600-Amount Due Duke
*DU-Amount Owed / Total Owed	Entry Submit	Y		Action Required	This expense report cannot be submitted with an amount due Duke. Please deposit the amount due at the Cashier's Office and record the receipt # and amount using expense type Amount Due Duke. A copy of the Bursar receipt must be attached.	Amount Due University	
*DU-Expenses Dates > or = 1 Year	Entry Save	Y		Action Required	Action Required: Expenses more than one year old are considered a non-allowable expense. To continue, please work with your department approver to forward the workflow to the appropriate management center representative to approve the exception to policy.	Transaction Date	
*DU-Loss/Damages Approver/Processor	Report Submit	Y		Action Required	The employee has marked these expenses as Unauthorized. Ensure a credit from the Vendor has been received, if applicable.	Policy	
*DU-Loss/Damages Payment Type	Entry Save	Y		Action Required	This expense type cannot be used with the "Out of Pocket" payment type.	Expense Type	Losses&Damages/Unauthorized use-695600
*DU-Loss/Damages User	Entry Save	Y		Information Only	Unauthorized charges cannot be cleared until the offsetting credit is received from the Vendor/Bank of America. Contact Card Services for assistance with filing a Dispute Claim.	Expense Type	Losses&Damages/Unauthorized use-695600
*DU-OOP Before Trip End Date	Entry Save	Y		Action Required	Action Required: Per Duke policy Out of Pocket receipts cannot be reimbursed until after the trip takes place. Exceptions require approval from the appropriate management center. Please remove the out of pocket charges and resubmit or attach email correspondence and update the Check Box to document/confirm approval.	*DU-Checkbox= No Payment Type = Cash Expense Type	Airline Fees, Conference Registration Fees, Lodging,
*DU-Personal/Non Allowable (Travel / PCard)	Entry Save	Y		Information Only	The amount of personal/non-allowable charges will be deducted from any reimbursement due to you on this expense report. If there is no reimbursement due to you, or if the amount of your reimbursement is not sufficient to offset the expenses marked as personal/non-allowable you will need to return the outstanding amount to your department. The amount of your repayment should be recorded in this expense report using the expense type Amount Due Duke.	Expense Type	695600-Personal/Non Allowable
*DU-Receipt Lite Expense Types Used	Entry Submit	Y		Information Only	Action: Please note, this expense report contains Expenses that were marked as Receipt Lite. Please review for accuracy and/or send back to user.	*DU-Checkbox= Yes Expense Type	Lunch, Incidentals, Dinner, Breakfast, Parking, Other Transportation (Taxi/Shuttle/Train)
*DU-Using the "Non-Travel" Trip Type - Report Save	Report Save	Y		Action Required	You are preparing a "Travel Report" and cannot use the "Non-Travel" trip type, please change and re-save or re-submit.	*Trip Type	
Duplicate Transaction Check	Entry Submit	Y		Information Only	This expense entry may be a duplicate of the following expense.	Expense Type	
Exchange Rate Variance (10%)	Entry Save	Y		Action Required	Action: You have exceeded the % threshold for manual changes to the Exchange Rate. Please correct and re-save the expense.	Is a University Card Entry=No Personal Expense (do not reimburse)=No	
Exchange Rate Variance (5% to 10%)	Entry Save	Y		Information Only	Warning: The exchange rate entered has a high variance for this transaction date.	Is a University Card Entry=No Personal Expense (do not reimburse)=No	
Google Maps Mileage Adjustment (10%)	Entry Save	Y		Action Required	You have modified the default mileage calculation above the preferred range.	Business Mileage Overage	

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Missing Receipt Affidavit and Receipt/Tax Receipt	Entry Submit	Y	!	Action Required	You have attached a missing receipt affidavit to an entry in which you have indicated a receipt or tax receipt has been attached. Please update the Receipt Status field to "No Receipt" and resubmit to clear this exception.	Has Missing Receipt Affidavit=Yes	
Receipt Image Required - Entry Level	Entry Submit	Y	!	Action Required	Upload your receipts to expense line item using the Attach Receipt Images. In order for the red flag to be re-evaluated, you will need to click the Submit link again.	Has User-Attached Receipt Image=No Has E-Receipt=No Has Mobile Receipt=No Personal Expense (do not reimburse)=No Receipt Image Required=Yes	
Undefined Attendee Check	Entry Attendee Submit	Y	!	Action Required	Please set the attendee type and review this attendee for accuracy.	Attendee Type	