

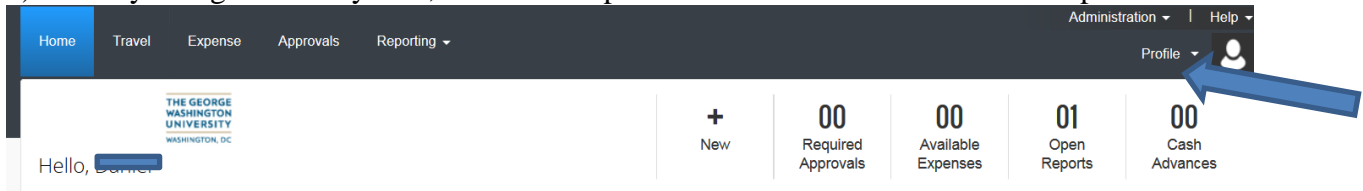
The George Washington University Regalia Reimbursement Procedure

As of February 2015

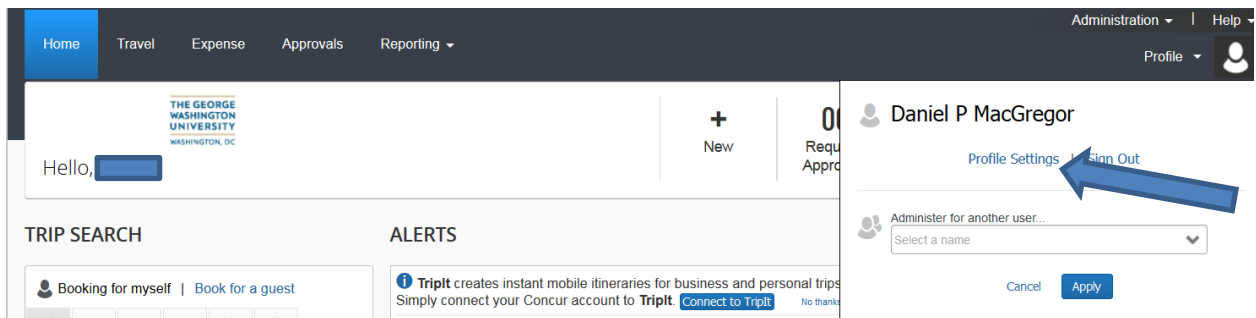
Log into the E-Expense Reporting System at
http://www.gwu.edu/~supchn/iBuyPlus/applogin_exp.asp

These are the step by step directions to completing an expense report for this purpose.

1) Once you log into the system, across the top of the screen select the PROFILE option.



2) Select PROFILE SETTINGS



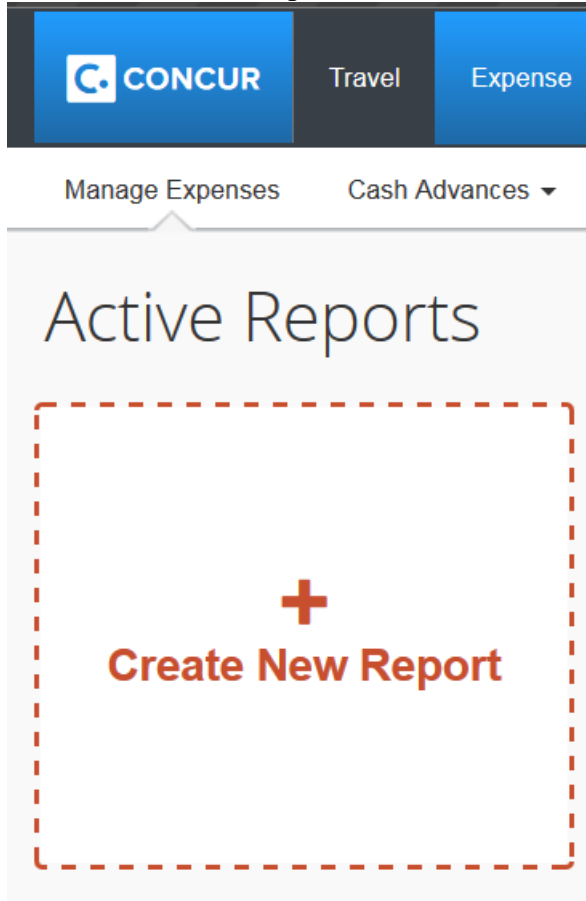
3) In the left hand column under a heading Expense Settings select EXPENSE PREFERENCES

The screenshot shows the Concur user interface. At the top, there is a navigation bar with the Concur logo and tabs for Travel, Expense, Approvals, and Reporting. On the right, there are links for Administration and Help, and a user profile dropdown. Below the navigation bar, there are tabs for Profile, Personal Information, System Settings, and Mobile Registration. The main content area is titled 'Profile Options' and contains several sections: Personal Information, Company Information, Credit Card Information, E-Receipt Activation, Expense Delegates, and Mobile Registration. On the left, there is a sidebar with 'Your Information' and 'Expense Settings' sections. A blue arrow points to the 'Expense Preferences' link under the 'Expense Settings' section.

4) A series of options appear to the right. One is labeled PROMPT, Please make sure the check box below PROMPT is checked and then hit SAVE at the top of the page. This will prompt you to name the expense report approver at the appropriate time. Then select EXPENSE at the top of the screen.

The screenshot shows the 'Expense Preferences' page. At the top, there is a navigation bar with the Concur logo and tabs for Travel, Expense, Approvals, and Reporting. On the right, there are links for Administration and Help, and a user profile dropdown. Below the navigation bar, there are tabs for Profile, Personal Information, System Settings, and Mobile Registration. The main content area is titled 'Expense Preferences' and contains a 'Save' and 'Cancel' button. Below the buttons, there is a section titled 'Send email when...' with several checkboxes. A blue arrow points to the 'Save' button. Another blue arrow points to the 'Prompt...' section, which has a checkbox checked. A third blue arrow points to the 'Expense' tab in the navigation bar.

5) Select Create New Report.



6) The Report HEADER screen appears

- You can call the report Regalia, FY xxxx
- Report date = current date
- Travel Destination / Business Purpose = Regalia
- Start date and End date = the date of the purchase and today
- Grant / non-Grant = Non-Grant
- Oracle Alias should be changed to 403106
- Select NEXT at the bottom right hand side of the screen

CONCUR | Travel | Expense | Approvals | Reporting

Administration | Help | Profile

Manage Expenses | Cash Advances | Process Reports

Create a New Expense Report

Report Header

Report Name	Report Date 02/12/2015	Travel Destination/Business Purpose	Start Date	End Date	Report Key
Grant/Non Grant (GL) Non-Grant	Oracle Alias [610201] ASSOCIATE VICE I	Comment			

Expense Report For:
Daniel | MacGregor

Change this to 403106

Next >> | Cancel

- 7) The next screen is split into 2 halves. The right hand side has a tab labeled new expense and a search field for an expense type. Use the Expense type 52612 SPECIAL EVENT / BUSINESS RELATIONS

- 8) Complete the required fields for the transactions including the attendee field.

- The transaction date is the date on your receipt.
- The business purpose is Regalia
- The vendor name is who you purchased the Regalia from
- The city is the city they are located in.
- The expense type is OUT of POCKET
- The maximum reimbursement is \$200.00.
- The Attendee is you - there is a search field next to the option "FAVORITE". If you enter your email address there your name will appear and you can select yourself as an attendee.
- Select ATTACH RECEIPTS, then BROWSE to find the image of your receipt on your desktop. Once you select the image click on the word ATTACH. This will attach your receipt to this transaction
- Select SAVE at the bottom right hand side of the screen. This will move the transaction to the left hand side of the screen.

CONCUR | Travel | **Expense** | Approvals | Reporting | Administration | Help | Profile

Manage Expenses | Cash Advances | Process Reports

Regalia, FY 20xx

+ New Expense | + Quick Expenses | Import | Details | Receipts | Print / Email

Expenses | Move | Delete | Copy | View

Date	Expense	Amount	Requested
Adding New Expense			

TOTAL AMOUNT: \$0.00 | TOTAL REQUESTED: \$0.00

New Expense

Expense Type: 52612-SPECIAL EVENTS/BU | Transaction Date: | Business Purpose: | Vendor Name: | City: | Payment Type: Out of Pocket | Amount: | USD | Personal Expense (do not reimburse) | Comment: | Missing Receipt Acknowledgment Form Attached

Attendees: Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$0.00

New Attendee | Advanced Search | Favorites | Import | Search Recently Used | Remove | Create Group

Attendee Name	Attendee Title	Company	Attendee Type	Amount

Save | Itemize | Attach Receipt | Cancel

After entering the information requested, attaching a receipt and selecting save the screen will look like this

CONCUR | Travel | **Expense** | Approvals | Reporting | Administration | Help | Profile

Manage Expenses | Cash Advances | Process Reports

Regalia, FY 20xx

+ New Expense | + Quick Expenses | Import | Details | Receipts | Print / Email

Expenses | Move | Delete | Copy | View

Date	Expense	Amount	Requested
02/12/2015	52612-SPECIAL EVENTS/BUSINI test	\$200.00	\$200.00

TOTAL AMOUNT: \$200.00 | TOTAL REQUESTED: \$200.00

New Expense

Expense: | To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- 52612-SPECIAL EVENTS/BUSINESS RELATIONS
- 53251-CONFERENCE/SEMINAR/TRAINING EXPENSE
- 53311-TELEPHONE - DIRECT
- 55541-PAYMENTS TO SUBJECTS
- 53146-NON US BUSINESS MEALS

All Expense Types

Advertising

- 55151-ADVERTISING

Books/Subscriptions

- 52221-SUBSCRIPTIONS/PERIODICALS
- 52231-BOOKS
- 52232-ELECTRONIC SUB/PERIODICALS NON CAPITAL

Business Promotions

- 52612-SPECIAL EVENTS/BUSINESS RELATIONS
- 52615-EMPLOYEE SPECIAL ACTIVITY

9) **SUBMIT** the report. This will prompt you to acknowledge the university policy. Select **ACCEPT & SUBMIT**

Final Review



User Submit

"By clicking 'submit' I acknowledge I have read, understood, and complied with the current GW Travel, Entertainment and Business Expense Reimbursement Policy and the current Procurement Card (P-Card) policy. The expenses included in this report are consistent with those policies. If these expenses are being charged to a sponsored project, I certify the expenses are allowable under the sponsored project agreement.



Accept & Submit

Cancel

- 10) The next prompt is for your approver. If a name appears, please overwrite it with VAFIDES. An option will appear for "Tim Vafides". Please select Tim. He is authorized to approve these expenses. Select SUBMIT REPORT.

Approval Flow for Report: Regalia, FY 20xx



Manager Approval:

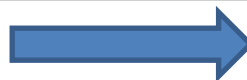
Vafides, Timothy H. (tvafides@gwu.edu)



Back Office Approval:



(this step may be skipped)



Submit Report

Cancel

Your report should now be submitted.

The report requires Tim's approval and AP's processing. You are able to track the reports progress from the screen described in item 5 above.