

Creating an Expense Report for P-Card Purchases

Before doing your expense report, you should have all receipts saved in PDF or JPEG format and saved either to your desktop or to the Available Receipts folder in iBuy Expenses Reporting, also referred to as Concur, the software management program used for GW travel and other university-related expenses.

Log into iBuy Expense Reporting from the iBuy website at <https://ibuy.gwu.edu/>

Click on the Log Into Expense Reporting icon.

Check to see if your P-Card charges appear in the Available Expense field. P-Card charges from JP Morgan-Chase will always be identified with an **orange** icon.

In the topmost header, click **Expense**.

Select **+ Create New Report**

Complete all information in the **Report Header** marked with a **red** bar.

Click the Next button.

You will see the report page with several options and the main body of the report, which is divided into the actual expense lines on the left and expense details to be input on the right:

The screenshot displays the Concur Expense Reporting interface. At the top, there is a navigation bar with the Concur logo and menu items: Travel, Expense (highlighted), Approvals, and App Center. On the right side of the navigation bar, there are links for Administration, Help, Profile, and a user icon. Below the navigation bar, there are several tabs: Manage Expenses, View Transactions, Cash Advances, and Process Reports. The main heading is 'Creating an Expense Report'. On the right side of this heading, there are buttons for 'Delete Report' and 'Submit Report'. Below the heading, there are several action buttons: '+ New Expense' (highlighted with a red dashed border), '+ Quick Expenses' (highlighted with a red dashed border), 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. Below these buttons, there is a table with the following columns: 'Expenses', 'Date', 'Expense Type', 'Amount', and 'Requested'. The table has one row with the text 'Adding New Expense'. To the right of the table, there is a 'New Expense' section with an 'Expense Type' input field. Below the input field, there is a note: '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.' Below the note, there is a section titled 'Recently Used Expense Types' with a list of expense types: 53104-US LODGING EXPENSE, 52611-ENTERTAINMENT, 52613-NON US SPECIAL EVENTS/BUSINESS RELATIONS, 52211-MEMBERSHIPS, and 54111-OFFICE SUPPLIES. At the bottom of this section, there is a link for 'All Expense Types'.

DO NOT select the **+ New Expense** button: That is used only for Out of Pocket expenses, such as those paid on your personal credit card or by cash.

Instead, click **Import Expenses** and import your P-Card charges showing in your Available Expenses field. You will be prompted to enter an Expense Type for each P-Card purchase. Once that is entered, the field below will appear.

The screenshot shows the 'Creating an Expense Report' interface. At the top left, the title 'Creating an Expense Report' is displayed. On the top right, there are two buttons: 'Delete Report' and 'Submit Report'. Below the title, there are several navigation buttons: '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. On the left side, there is an 'Expenses' table with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. A row is highlighted with 'Adding New Expense'. On the right side, there is a 'New Expense' form with the following fields: 'Expense Type' (53104-US LODGING EXPENSE), 'Transaction Date', 'Business Purpose', 'Vendor', 'City', 'Payment Type' (Out of Pocket), 'Amount' (USD), 'Comment', 'Missing Receipt Acknowledgment Form Attached', and 'Is this a Vendor Invoice'.

Enter all required data marked with a **red** bar and any other field you are prompted to fill in, such as the City field. For the question “Is this a Vendor Invoice?” the response is typically No for any credit card purchase.

Click the **Save** button in the lower right. Your expense line now appears in the left hand side of the report body.

Click on the box to the left of that expense line.

Click on the Attach Receipt button at lower right and follow the Attach instructions.

Your report is now complete and you can click the **Submit Report** button at the upper left.

If you have not chosen a Default Approver (which is done in your iBuy Expense Reporting profile), you will get a pop-up box prompting you to enter an Approver for your report.

This is a basic P-Card report. But reports with travel and hotel expenses require **Itemization** and reports with business meals expenses will require **Attendees** information. Contact the iBuy Help Desk at ibuy@gwu.edu or 571-553-4477 for assistance with these reporting processes.