Updating Your Expense Profile

All new employees are given iBuy Expense Reporting (Concur) access and must complete the Personal Information section. Log into iBuy at https://ibuy.gwu.edu/ and click Profile > Profile Settings to bring up your Concur Profile page.

Profile Options

Select one of the following to customize your user profile.

- Personal Information
  - Your home address and emergency contact information.
- Company Information
  - Your company name and business address or your remote business address.
- Credit Card Information
  - You can store your credit card information here so you don’t have to re-enter it each time you purchase an item or service.
- E-Receipt Activation
  - Enable e-receipts to automatically receive electronic receipts from participating vendors.
- Travel Vacation Reassignment
  - Going to be out of the office? Configure your backup travel manager.
- Request Preferences
  - Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Change Password
  - Change your password.

- System Settings
  - Which time zone are you in? Do you prefer to use a 12 or 24 hour clock? When does your workday start/end?
- Contact Information
  - How can we contact you about your travel arrangements?
- Setup Travel Assistants
  - You can allow other people within your company to book trips and enter expenses for you.
- Travel Profile Options
  - Carrier, Hotel, Rental Car and other travel-related preferences.
- Expense Delegates
  - Delegates are employees who are allowed to perform work on behalf of other employees.
- Expense Preferences
  - Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Mobile Registration
  - Set up access to Concur on your mobile device.
The **Personal Information** section includes:

1. Your full legal name
2. Company Information
3. Work Address
4. Home Address
5. Contact Information
6. Email Addresses
7. Emergency Contact
8. Travel Preferences
9. International Travel: Passports and Visas
10. Assistants and Travel Arrangers
11. Credit Cards

All employees must complete Sections 1 – 7.

All P-Card holders must also complete section 11.

Employees planning to use iBuy Travel must complete all sections. They must also review the travel guidelines given on the Procurement website at [https://procurement.gwu.edu/ > Travel Services](https://procurement.gwu.edu/ > Travel Services)

Please check the other profile setup options, such as mobile phone registration, expense approvers, expense delegates, etc.

Concur tips and step-by-step instructions: [https://ibuy.gwu.edu/expense-reporting-frequently-asked-questions](https://ibuy.gwu.edu/expense-reporting-frequently-asked-questions)

Travel-related questions: [travel@gwu.edu](mailto:travel@gwu.edu) or Vince Johns, GW Travel Administrator, at 571-553-4269.

iBuy Vendor Account instructions: [https://ibuy.gwu.edu/ibuy-goods-and-services-access](https://ibuy.gwu.edu/ibuy-goods-and-services-access)

Email [ibuy@gwu.edu](mailto:ibuy@gwu.edu) to automatically create an iBuy Help Desk ticket (preferred method of contact).

You may also call the iBuy Help Line at 571-553-4477.