

Updating Your Expense Profile

All new users must complete the **Your Information** section.

Users must complete all other relevant information prior to using the iBuy Expense Reporting system.

- Add an **Expense Delegate** to your profile → To have other user/s do reports on your behalf
- Designate a default **Expense Approver** for your expenses → If you have only a single approver
- Add **Favorite Attendees** to your profile → If you must regularly report expenses for the same employees for attending a conference or for business meal expenses
- **Credit Card Information** Complete the My Profile – Personal Information. In the Email Addresses section, please enter your _____@gwu.edu email address, then click **[+] Add an email address** to also enter your address in the _____@email.gwu.edu format.
- **E-Receipt Activation** → To enable vendors to send P-Card e-receipts to your Expense Reporting page
- **Travel Preferences** → Be sure all Profile and Personal Information is completed
- **Mobile Registration** → First time setup *must* be done from a GW networked PC
- Change **Email Notification** preferences

The screenshot shows the Concur user interface. At the top, there is a navigation bar with the Concur logo and menu items: Travel, Expense, Approvals, App Center, Administration, and Help. A user profile dropdown is visible on the right. Below the navigation bar, a breadcrumb trail shows: Profile > Personal Information > System Settings > Mobile Registration. The main content area is titled 'Profile Options' and includes the instruction: 'Select one of the following to customize your user profile.' The options are:

- Personal Information**: Your home address and emergency contact information.
- Company Information**: Your company name and business address or your remote location 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.
- Expense Delegates**: Delegates are employees who are allowed to perform work on behalf of other employees.
- Mobile Registration**: Set up access to Concur on your mobile device.
- 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 companies to book trips and enter expenses for you.
- Travel Profile Options**: Carrier, Hotel, Rental Car and other travel-related preferences.
- 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.

The left sidebar contains the following categories and links:

- Your Information**
 - Personal Information
 - Company Information
 - Contact Information
 - Email Addresses
 - Emergency Contact
 - Credit Cards
- Travel Settings**
 - Travel Preferences
 - International Travel
 - Frequent-Traveler Programs
 - Assistants/Arrangers
- Expense Settings**
 - Expense Information
 - Expense Delegates
 - Expense Preferences
 - Expense Approvers
 - Favorite Attendees
- Other Settings**
 - E-Receipt Activation
 - System Settings
 - Connected Apps
 - Concur Connect
 - Forgot Mobile Password (PIN)
 - Mobile Registration