Updating Your Expense Profile

Log into iBuy at [https://ibuy.gwu.edu/](https://ibuy.gwu.edu/) and click Profile > Profile Settings to bring up your Concur Profile page.

All new employees are given iBuy Expense Reporting (Concur) access and must complete the **Personal Information** section.

### 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

### Request Settings
- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

### Expense Settings
- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees

### 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 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.

**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.

### 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.

### 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.

### Concur 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 **[Required]**
4. Home Address **[Required]**
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 the sections marked as **[Required]**

Please also provide your Work & Home Addresses, which are required though not yet marked as such.

In Contact Information, *do not* enter both your work and home phone numbers. Enter your work number only. You can enter your home number in the Other Phone field.

Other important **Profile Options** include:

- **E-Receipt Activation** to enable sending e-receipts to your Concur Available Receipts repository for expense reporting
- **Expense Delegates** to designate someone else to process reports on your behalf.
- **Expense Approvers** if you want to assign a default approver for your reports. Best used if you have only one approver.
- **Expense Preferences** for Email notification preferences and prompts.

*It is recommended that all users select “Prompt... For an approver when an expense report is submitted,” since this allows a user to add or change the approver/s on any report they submit, even if you have a default approver*

**Concur Mobile Registration** must be done from your Concur profile page using a GW networked PC or laptop.

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 Request 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 Desk at 571-553-4477.