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.
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.

In the register mobile device area you must click **OK** when done.

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.

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