

iBuy+ Expense Reporting System Affiliate Access Form

The individual must be a registered HRIS affiliate. Use the link below to register. Students who require access also need to register as an affiliate. Attach the email confirming affiliate status has been set up as backup.

<http://my.gwu.edu/mod/accounts/affiliates/index.cfm>

*** Required Field**

*Name of individual requiring access	*GWID Number G _____	*NetID _____ @gwu.edu
--------------------------------------	-------------------------	--------------------------

*6 Digit Org _____

*Affiliation creation confirmed date _____

*Affiliation projected end date _____
--

Note: User's access will be terminated on this date unless a new access request form is submitted.

*Is the individual being issued a GW P-Card as part of their role?

<input type="radio"/> Yes	<input type="radio"/> No
---------------------------	--------------------------

Note: In general, affiliated users are not permitted to submit reimbursements for themselves. If there is any reason the affiliate may need to seek reimbursement please outline those in the description below.

* Provide description of the role the individual will use with Concur. _____ _____ _____ _____ _____

*Finance Director Name: _____

Required Signatures

*Approving Manager Name: _____ *Ext: _____

*Electronic Signature: _____ *Email: _____

*Approval (for Finance Division use only): _____

IMPORTANT: This form is to be used to request access to iBuy+ eExpense System for a non-employee, referred to as an affiliate user. An affiliate user can serve as a delegate for submitting expense reports on behalf of an employee or to serve as an approver of an expense report. In general, an affiliate user should not submit expenses for himself/herself. Complete this form in its entirety, including providing a complete description of the affiliate's responsibilities or role. The completed and approved form should be sent to expense@gwu.edu. In the subject line of the email insert "iBuy+ Expense Reporting System Affiliate Access Form".

