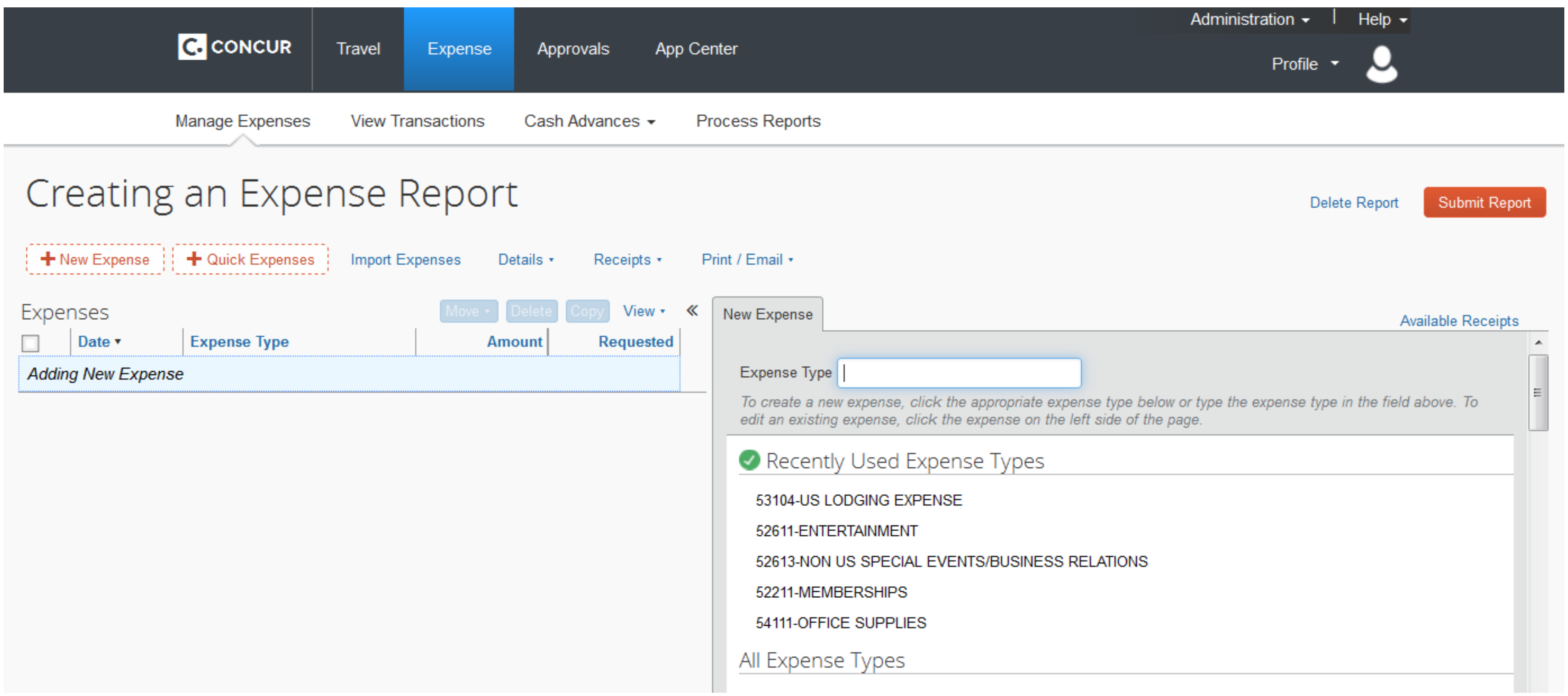
Creating an Expense Report for P-Card Purchases

Before doing your expense report, you should have all receipts saved in PDF or JPEG format and saved either to your desktop or to the Available Receipts folder in iBuy Expenses Reporting, also referred to as Concur, the software management program used for GW travel and other university-related expenses.

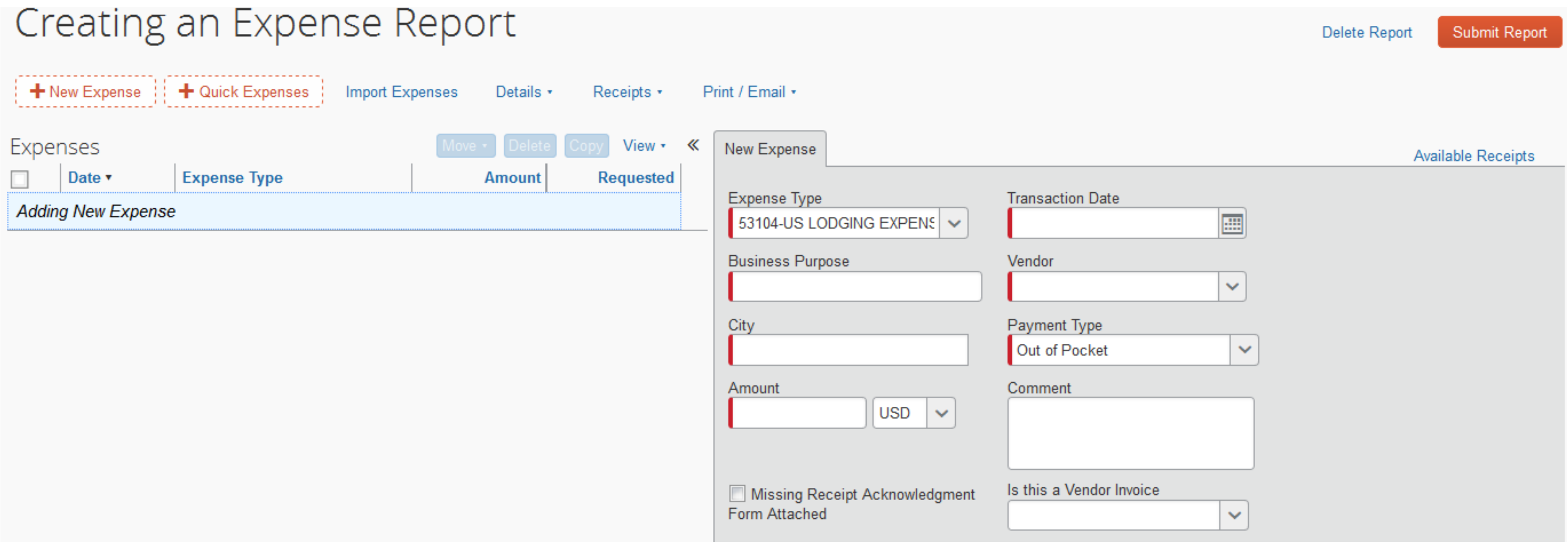
Log into iBuy Expense Reporting from the iBuy website at https://ibuy.gwu.edu/
Click on the Log Into Expense Reporting icon.
Check to see if your P-Card charges appear in the Available Expense field. P-Card charges from JP Morgan-Chase will always be identified with an **orange** icon.

In the topmost header, click **Expense**.
Select **+ Create New Report**
Complete all information in the **Report Header** marked with a **red** bar.
Click the Next button.
You will see the report page with several options and the main body of the report, which is divided into the actual expense lines on the left and expense details to be input on the right:



DO NOT select the **+ New Expense** button: That is used <u>only</u> for Out of Pocket expenses, such as those paid on your personal credit card or by cash.

Instead, click **Import Expenses** and import your P-Card charges showing in your Available Expenses field.
You will be prompted to enter an Expense Type for each P-Card purchase.
Once that is entered, the field below will appear.



Enter all required data marked with a **red** bar and any other field you are prompted to fill in, such as the City field. For the question "Is this a Vendor Invoice?" the response is typically No for any credit card purchase.

Click the Save button in the lower right. Your expense line now appears in the left hand side of the report body.
Click on the box to the left of that expense line.
Click on the Attach Receipt button at lower right and follow the Attach instructions.
Your report is now complete and you can click the **Submit Report** button at the upper left.
If you have not chosen a Default Approver (which is done in your iBuy Expense Reporting profile), you will get a pop-up box prompting you to enter an Approver for your report.

This is a basic P-Card report. But reports with travel and hotel expenses require **Itemization** and reports with business meals expenses will require **Attendees** information. Contact the iBuy Help Desk at ibuy@gwu.edu or 571-553-4477 for assistance with these reporting processes.