

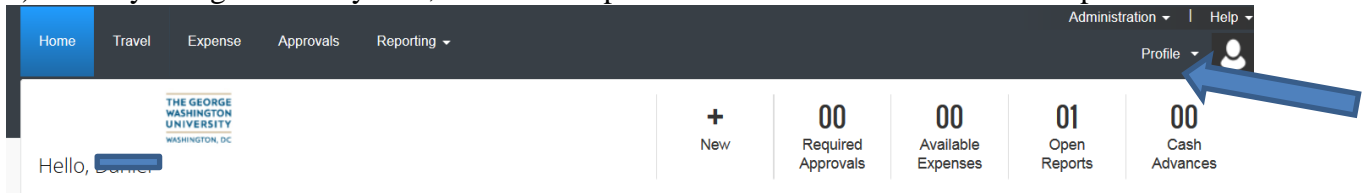
The George Washington University

Regalia Procedure

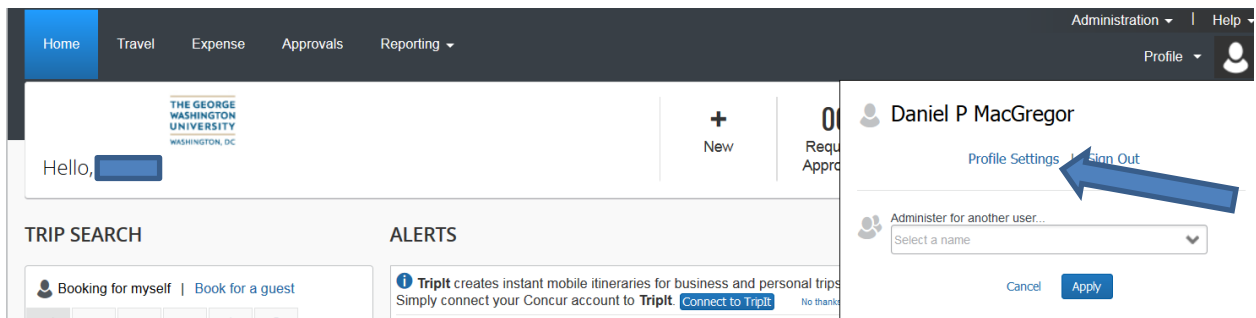
Log into the E-Expense Reporting System at
http://www.gwu.edu/~supchn/iBuyPlus/applogin_exp.asp

These are the step by step directions to completing an expense report for this purpose.

1) Once you log into the system, across the top of the screen select the PROFILE option.



2) Select PROFILE SETTINGS



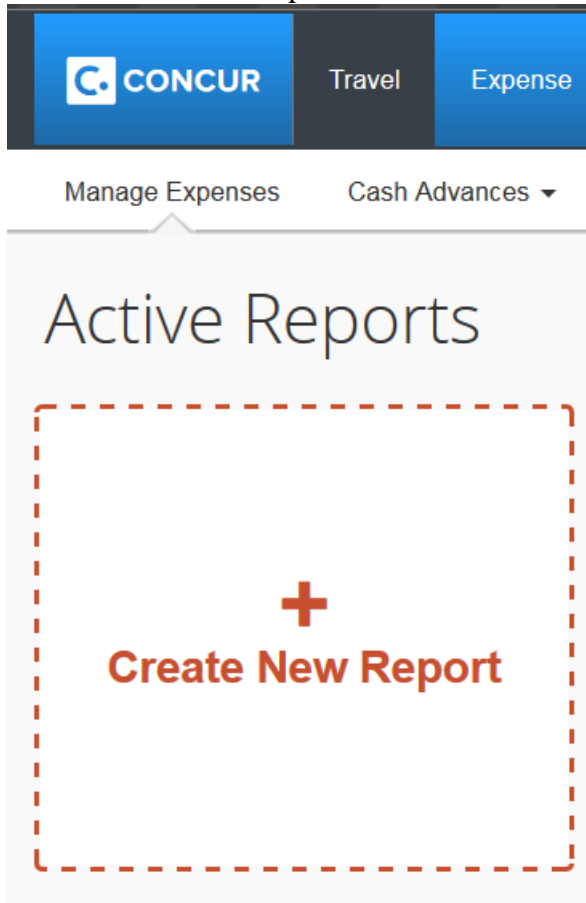
3) In the left hand column under a heading Expense Settings select EXPENSE PREFERENCES

The screenshot shows the Concur user interface. At the top, there's a navigation bar with 'CONCUR' logo and tabs for 'Travel', 'Expense', 'Approvals', and 'Reporting'. On the right, there are links for 'Administration' and 'Help', and a 'Profile' dropdown menu. Below the navigation bar, there's a sub-navigation bar with 'Profile', 'Personal Information', 'System Settings', and 'Mobile Registration'. The main content area is titled 'Profile Options' and contains several sections: 'Your Information', 'Travel Settings', 'Expense Settings', 'System Settings', 'Contact Information', 'Setup Travel Assistants', 'Travel Profile Options', and 'Expense Preferences'. A blue arrow points to the 'Expense Preferences' link in the left sidebar.

4) A series of options appear to the right. One is labeled PROMPT, Please make sure the check box below PROMPT is checked and then hit SAVE at the top of the page. This will prompt you to name the expense report approver at the appropriate time. Then select EXPENSE at the top of the screen.

The screenshot shows the 'Expense Preferences' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Expense Preferences' and contains a 'Save' and 'Cancel' button at the top. Below the buttons, there's a section titled 'Send email when...' with several checkboxes. A blue arrow points to the 'Save' button. Below this, there's a section titled 'Prompt...' with a checked checkbox. A blue arrow points to this checkbox. The text below the checkboxes reads: '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.'

5) Select Create New Report.



6) The Report HEADER screen appears

- You can call the report Regalia, FY xxxx
- Report date = current date
- Travel Destination / Business Purpose = Regalia
- Start date and End date = the date of the purchase and today
- Grant / non-Grant = Non-Grant
- Oracle Alias should be changed to 403106
- Select NEXT at the bottom right hand side of the screen

CONCUR | Travel | Expense | Approvals | Reporting

Administration | Help | Profile

Manage Expenses | Cash Advances | Process Reports

Create a New Expense Report

Report Header

| | | | | | |
|-----------------------------------|---|-------------------------------------|------------|----------|------------|
| Report Name | Report Date 02/12/2015 | Travel Destination/Business Purpose | Start Date | End Date | Report Key |
| Grant/Non Grant (GL) Non-Grant | Oracle Alias (610201) ASSOCIATE VICE I | Comment | | | |
| Expense Report For: Daniel | MacGregor | | | | |

Next >> | Cancel

- 7) The next screen is split into 2 halves. The right hand side has a tab labeled new expense and a search field for an expense type. Use the Expense type 52612 SPECIAL EVENT / BUSINESS RELATIONS

- 8) Complete the required fields for the transactions including the attendee field.
- The transaction date is the date on your receipt.
 - The business purpose is Regalia
 - The vendor name is who you purchased the Regalia from
 - The city is the city they are located in.
 - The expense type is OUT of POCKET
 - The maximum reimbursement is \$200.00.
 - The Attendee is you - there is a search field next to the option "FAVORITE". If you enter your email address there your name will appear and you can select yourself as an attendee.
 - Select ATTACH RECEIPTS, then BROWSE to find the image of your receipt on your desktop. Once you select the image click on the word ATTACH. This will attach your receipt to this transaction
 - Select SAVE at the bottom right hand side of the screen. This will move the transaction to the left hand side of the screen.

CONCUR | Travel | **Expense** | Approvals | Reporting | Administration | Help | Profile

Manage Expenses | Cash Advances | Process Reports

Regalia, FY 20xx

+ New Expense | + Quick Expenses | Import | Details | Receipts | Print / Email

Expenses | Move | Delete | Copy | View

Adding New Expense

Expense Type: 52612-SPECIAL EVENTS/BU | Transaction Date: | Business Purpose: | Vendor Name: | City: | Payment Type: Out of Pocket | Amount: | USD | Comment: | Personal Expense (do not reimburse): | Missing Receipt Acknowledgment Form Attached:

Attendees | Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$0.00

| Attendee Name | Attendee Title | Company | Attendee Type | Amount |
|---------------|----------------|---------|---------------|--------|
| | | | | |

TOTAL AMOUNT: \$0.00 | TOTAL REQUESTED: \$0.00

Buttons: Save, Itemize, Attach Receipt, Cancel

After entering the information requested, attaching a receipt and selecting save the screen will look like this

CONCUR | Travel | **Expense** | Approvals | Reporting | Administration | Help | Profile

Manage Expenses | Cash Advances | Process Reports

Regalia, FY 20xx

+ New Expense | + Quick Expenses | Import | Details | Receipts | Print / Email

Expenses | Move | Delete | Copy | View

Adding New Expense

| Date | Expense | Amount | Requested |
|------------|----------------------------------|----------|-----------|
| 02/12/2015 | 52612-SPECIAL EVENTS/BUSINI test | \$200.00 | \$200.00 |

TOTAL AMOUNT: \$200.00 | TOTAL REQUESTED: \$200.00

New Expense | Available Receipts

Expense: | To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- 52612-SPECIAL EVENTS/BUSINESS RELATIONS
- 53251-CONFERENCE/SEMINAR/TRAINING EXPENSE
- 53311-TELEPHONE - DIRECT
- 55541-PAYMENTS TO SUBJECTS
- 53146-NON US BUSINESS MEALS

All Expense Types

Advertising

- 55151-ADVERTISING

Books/Subscriptions

- 52221-SUBSCRIPTIONS/PERIODICALS
- 52231-BOOKS
- 52232-ELECTRONIC SUB/PERIODICALS NON CAPITAL

Business Promotions

- 52612-SPECIAL EVENTS/BUSINESS RELATIONS
- 52615-EMPLOYEE SPECIAL ACTIVITY

9) **SUBMIT** the report. This will prompt you to acknowledge the university policy. Select **ACCEPT & SUBMIT**

Final Review



User Submit

"By clicking 'submit' I acknowledge I have read, understood, and complied with the current GW Travel, Entertainment and Business Expense Reimbursement Policy and the current Procurement Card (P-Card) policy. The expenses included in this report are consistent with those policies. If these expenses are being charged to a sponsored project, I certify the expenses are allowable under the sponsored project agreement.



Accept & Submit

Cancel

10) The next prompt is for your approver. If a name appears, please overwrite it with UNDERWOOD. An option will appear for "David Underwood." Please select He is authorized to approve these expenses. Select SUBMIT REPORT.

Your report should now be submitted.

The report requires David' approval and AP's processing. You are able to track the reports progress from the screen described in item 5 above.