

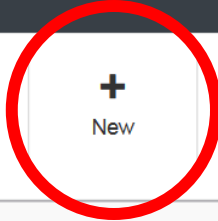
Entering GW I-Corps Site Program Related Expenses into GW iBuy

- Please contact Tengiz Sydykov if you have any questions.
 - tsydykov@gwu.edu
 - (202)994-5911
- If needed, refer to training videos online - <https://ibuy.gwu.edu/247-online-training>



Hello, Tengiz

Click to create a new report



00 Required Approvals

00 Available Expenses

00 Open Reports

00 Cash Advances

TRIP SEARCH

Booking for myself | [Book for a guest](#)



GW has discount programs with Southwest and United Airlines. These carriers should be given first consideration when booking air travel.

Travelers purchasing international air travel on federal funds, should choose flights with the blue check mark shield over the pricing for each flight which designates the flight as compliant with the Fly America Act. GW's travel policy states that business class travel is only permitted on any one flight of 5 or more hours duration, if it is pre-approved in writing by your supervisor or approval source; and provided that the purchase follows all budgetary, cost containment, sponsored project restrictions, laws, etc. The written pre-approval must be attached to the transaction when submitting the expense report for reimbursement.

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From Departure city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

ALERTS

Triplt creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to **Triplt**. [Connect to Triplt](#) Not right now

Add reward programs to keep your Concur profile up-to-date

[Add Now](#)

COMPANY NOTES

Welcome to iBuy+ Travel Booking and Expense Reporting!

Travel Booking: For general GW employee questions or assistance with travel, contact Vince Johns at (571) 553-4269. For immediate assistance with online travel booking or reservation questions, please call the Travel Leaders Customer Support Line at (855) 771-9109, available 24/7. For more information and travel resources, please visit our Travel Services website at <https://ibuy.gwu.edu/travel-services> and clicking on 'Frequently Asked Questions'. Send any general feedback to travel@gwu.edu.

Group Travel and Meeting Planning: If you are booking travel for 10 or more travelers or need meeting planning services, contact



Create a New Expense Report

Report Header

Report Name	Report Date 05/24/2017	Travel Destination/Business Purpose	Start Date	End Date	Report Key	Grant/Non Grant 1 (PTA) Grant
Oracle Alias 2 (116026) 39511/2/CCLS293	Comment					
Expense Report For: Teng	Sydykov					

1. Select "(PTA) Grant"

2. Select "(116026 39511/2/CCLS293...)"

2. Click "Next >>"

Next >> Cancel

Enter Your Expenses

If needed, refer to training videos online - <https://ibuy.gwu.edu/247-online-training>

When report is completed with all receipts attached, please proceed to Submit Report.

CONCUR Travel Expense Approvals App Center

Manage Expenses Cash Advances

I-Corp Sites Team: TBD

+ New Expense + Quick Expenses Import Expenses Details Re

Expenses

<input checked="" type="checkbox"/>	Date	Expense Type	Amount	Re
<input checked="" type="checkbox"/>	05/24/2017	53103-US LOCAL TRANSPORTA adfadf, Washington, District of Co	\$25.00	

Approval Flow for Report: I-Corp Sites Team: TBD

This report could not be submitted. You must identify an approver before the expense report moves on to the next approval step. Type in at least letter(s) of the search criteria (approver's name, email address, etc.). Then, select from the resulting list.

Manager Approval:

Grant Approver:

(this step may be skipped)

Submit Report Cancel

Vendor Name: adfadf

USD

Personal Expense (do not reimburse)

Available Receipts

TOTAL AMOUNT \$25.00 TOTAL REQUESTED \$25.00

Save Itemize Allocate Attach Receipt Cancel

1. Enter the following Approvers:

1. Manager Approval: McCusker, Leo X.
2. Grant Approver: Pitysingh, Robert

2. Submit Report! You are done.

Training Materials

- GW Reimbursement Manual ([link](#))
- Using iBuy
 - <https://ibuy.gwu.edu/247-online-training>