Entering GW AccelerateDC Related Expenses into GW iBuy

• Please contact Stephanie Asher if you have any questions.
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• If needed, refer to training videos online - https://ibuy.gwu.edu/247-online-training
Click to create a new report
Step 1. Click “Grant” >>

Step 2. Type & Select 116032

Reminder: Be very specific and detailed in all your fields!

Step 3. Click “Next >>”
When report is completed with all receipts attached, please proceed to Submit Report.

1. Enter the following Approvers:
   1. Manager Approval: Asher, Stephanie A.
   2. Grant Approver: Pitysingh, Robert

2. Submit Report! You are done.