***QUICK REFERENCE:***

***Expense Reports in Concur***

1. ***Business Purpose***

* Provide sufficient information; Answer **what was purchased**, **who traveled**, **necessity** of the **purchase/travel**, & the **benefit to GW**. Use comment section for detailed explanation if needed. Add any details deemed important to explain circumstances.
* Example: Business meal with Guest Speaker of XYZ Lecture Series.
* Exercise:
  + Conference registration fee for ABC Conference, Apr 4-8, 2022, Los Angeles-California.
* Using these words also help with annual GW required reporting:
  + Research ,UFF, Start-Up, Hamilton
  + Helps with Annual NSF and Unrelated Business Income (UBI) reporting as well as others

1. ***Business Purpose - Acronyms***

* Spell out any acronyms. If there is a space limitation, use the comment section for explanation.

1. ***Flight, Lodging & Train Reimbursements - Conferences/Seminars/Trainings***

* Please attach event **flyer** or download the event website cover page (that shows **name**, **date** & **place**) to the reports (required for grants, optional for non-grant expenses).

1. ***Travel Insurance***

* This is **NOT** an allowable expense. Do not buy travel insurance (flight interruption insurance premium).

1. ***Reimbursement to GW for Personal Use of P-Card***

* Tick “do not reimburse” box, pay online using either report name or report key and attach payment confirmation to the report. Press Ctrl + Click to follow the link below.
* <https://secure.touchnet.com/C20789_ustores/web/product_detail.jsp?PRODUCTID=956&SINGLESTORE=true>
* Refund within 10 days of personal use of the card.

1. ***Out of Pocket Business Expenses***

* Travel:
  + Submit for reimbursement **no sooner** than first dayof travel, conference, or training and no **later than 60 days** following the last day of travel.
* Non-Travel:
  + Submit for reimbursement immediately **(no later than 60 days**).

1. ***Alcohol***

* Mark alcohol transactions on receipts & itemize them as **52611-Entertainment**(add taxes, if applicable)
* Should not be on C funds

1. ***Tip***

* If tip is not shown as addition on receipt, write it in the comment section.

1. ***Include Several P-Card Transactions in a Single Expense Report***

* GW pays to use Concur Software per expense report submitted.
* GW policy states to submit expense report on a monthly basis **(within 30 days after completion of travel for timely expense reporting)**.
* Try not to combine Grants with Departmental funds
  + Grant expense report require additional approvals

1. ***US-Lodging Itemization***

* As of September 2019, it is no longer a requirement to itemize US Lodging.

1. ***Ancillary Airlines Fees***

* GW pays for air travel in **coach/economy** class for domestic & international flights, standard checked baggage fees, in-flight Wi-Fi service & advance seat assignment within economy class.
* GW pays for passports, visas, tourist cards, required photographs, birth certificates, required inoculations, immunizations, health cards and fees for conversion of funds to foreign currencies.
* **Priority boarding & economy class upgrades (e.g., Early Bird**, **Economy Plus**, **extra leg room**, **exit row, window or aisle seat**, etc.) are **NOT** reimbursable travel expenses unless pre-approved.

1. ***Documentation of Expenses***

* Supporting documents must be attached for **ALL** transactions paid by the university **over $75**.
* Translated and/or notes on receipts in other languages

1. ***Receipt Itemization***

* All expenses in excess of $75 per transaction must be itemized and substantiated, preferably by a dated receipt showing **date of purchase**, **vendor name**, **itemized list** and **unit**.
* Itemized receipt must be provided for meals costing over $75.

1. ***Missing Receipt Acknowledgement & Approval Form***

* Use the form in case receipt is lost. A lost receipt should be infrequent and unusual, as a copy of a receipt can be requested from the merchant (i.e., hotels catering, restaurants…)
* Use the form when itemized receipt cannot be obtained.
* **Not applicable to airfare, rental car, train or lodging transactions.**
* <https://procurement.gwu.edu/sites/g/files/zaxdzs1321/f/downloads/GW%20Missing%20Receipt%20Acknowledgement%20and%20Approval%20Form%20rev.7-23-18.pdf>. Press Ctrl+Click to follow link.

1. ***Preferred Car Rental Companies***

* Use of Hertz, Enterprise or National for car rental is strongly encouraged. If not, use Budget or Avis.

1. ***Use of Private Automobile for Business***

* **Mileage** incurred at the standard IRS rate, **gas**, **reasonable** **parking** & **toll** charges are reimbursable.
* Personal vehicle mileage is to be calculated from the traveler’s **normal place of business**, not from their residence.
* Per Policy is that over 200 miles airfare is typically more economical (Pre-approval required otherwise)

1. ***Sales Tax Exemption***

* GWU is a non-profit organization(501 C 3) & exempted from sales tax on most purchases**(DC+18 States)**
* <https://taxdepartment.gwu.edu/sales-tax>. Press Ctrl+Click to follow link.
* Business accounts

1. ***Examples of Unallowable Travel & Entertainment Expenses***

* Car repairs, charitable contributions, airline club, commuting costs or mileage (to/from home & normal place of business), fines or tickets (traffic, parking…), personal care costs…
* **Gasoline for a personal vehicle**. IRS’s standard mileage reimbursement rate for personal vehicle used for business covers fuel, depreciation, insurance, service and maintenance of the vehicle.
* **Personal care items**

1. ***How to Check if I am using the appropriate expense type/category?***

*Demo*

1. ***How to Check/Add Default Approver? How to Add a Delegate in Concur?***

Please press Ctrl+Click to follow link to access GW Travel Entertainment & Bus Expense Reimbursement Manual

[***https://ibuy.gwu.edu/sites/g/files/zaxdzs3276/f/downloads/Travel\_Entertainment\_and\_Business\_Expense\_Reimbursement\_Manual%2003-02-2022.pdf***](https://ibuy.gwu.edu/sites/g/files/zaxdzs3276/f/downloads/Travel_Entertainment_and_Business_Expense_Reimbursement_Manual%2003-02-2022.pdf)

1. ***Gift Cards***
   * Should be used for payments to subjects not to students, staff or faculty
   * Should be requested in Concur in advance of purchases, link below:
     1. [*https://ibuy.gwu.edu/gift-card-requests*](https://ibuy.gwu.edu/gift-card-requests)

**Other notes**

There are more reviews and approvers after CCAS approvals. This is to ensure compliance to GW policies and to ensure we will pass audits. Additionally, there are periodic audits of expense reports so be on the lookout for emails if there are issues with expense reports.

**Sponsored Projects/Awards/Grants**

These also have separate and additional reviews and approvers after CCAS approvals. It is recommended we not combine expense reports that include Departmental funds and Grants. This will cut down on expense reports being returned and it will ensure the proper approvals are completed.

**Reminders**

* Year End date for University – Usually around the end of the third week of June
  + Please submit at the latest one-week prior
  + CCAS Finance will discuss in our monthly meetings and send reminders
* We will send out reminders to those on the aging transactions report monthly