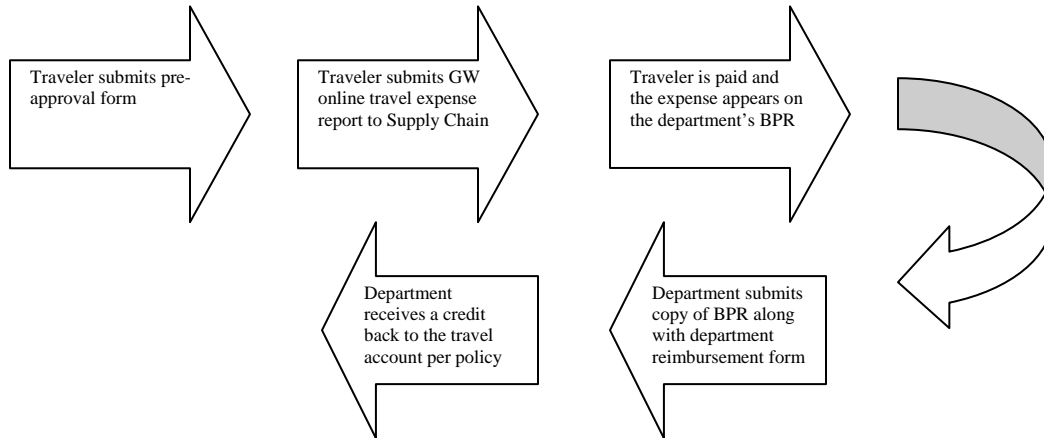


Overview:

A faculty member who wishes to be reimbursed for approved scholarly travel should have the department process the request through the **departmental operating budget**. The Dean's office will reimburse the departmental operating budget after the travel expense form has been submitted to Supply Chain and the expense appears on the department's BPR. After the expense appears on the department's BPR, then the department must send necessary documentation to the CCAS Accounting Analyst.



Submitting Online Travel Expense Reports:

Online travel expense reports are used to reimburse faculty who pay for travel while on GW business. Travelers who have a University issued P-Card are expected to use the P-card and shall reconcile their travel expenses consistent with P-card and GW Travel policies using the typical P-card reconciliation. Each traveler is responsible for submitting his or her own online expense report in a timely manner after returning from his/her trip. GW policy states that the traveler must submit an expense report within 30 days of returning from the trip. **IMPORTANT:** The traveler's travel expense report must be approved by his/her supervisor before it is submitted to Supply Chain. ***A department chair's or program director's expense report must be submitted to the Dean's Office for approval.*** A chair's expense report cannot, under any circumstances, be approved by any employee of the department.

The Online travel expense reporting is required for all travel reimbursements. It is accessible through the Enterprise Accounting System's home web page at <http://eas.gwu.edu>. Once you have reached the website and logged in (using the same log-in as GW Webmail), click on the tab **EAS forms:**

Enterprise Accounting System

SEARCH: FIND


SYSTEM ACCESS TRAINING & SUPPORT **EAS FORMS** COMMUNICATIONS FEEDBACK PROJECT INFO

Home [\[log-out\]](#)

HEADLINES

We Appreciate Your Feedback - September 1, 2004
The EAS team is always looking for ways to increase your satisfaction with both EAS and surrounding business processes. If you have something you'd like to share with the team, simply e-mail the [EAS SuggestionBox](#) and we'll get back to you.

Welcome



webmaster: easweb@gwu.edu

EAS Forms

- Online Travel & Expense Reimbursement
- Obtain forms for:
- System access
- Security
- Supply Chain
- Chart of Accounts

THE GEORGE WASHINGTON UNIVERSITY

and then, click on the category for **Supply Chain**:

SYSTEM ACCESS TRAINING & SUPPORT EAS FORMS COMMUNICATIONS FEEDBACK PROJECT INFO

Home > EAS Forms

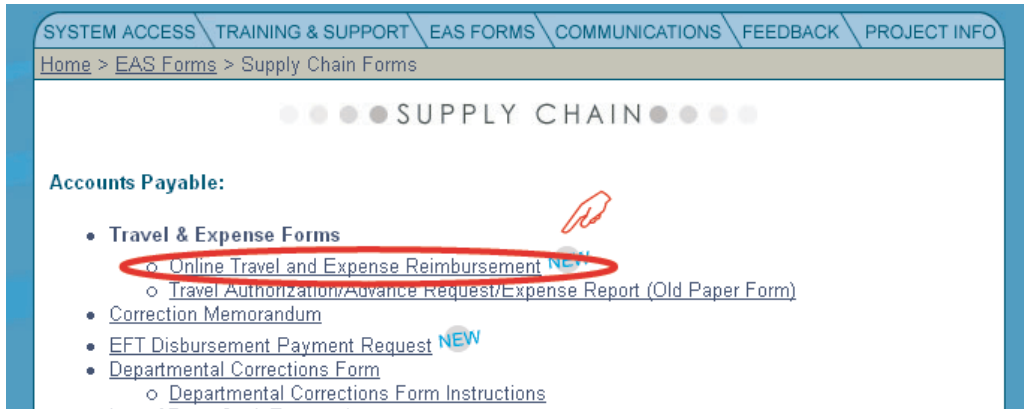
EAS FORMS

Security
Download forms pertaining to system access, approval workflow roles, and firewall permissions.

Supply Chain
Access the Online Travel and Expense Reimbursement application, and forms related to accounts payable, materials management, and procurement.

Chart of Accounts
View all forms related to the GW Chart of Accounts.

Finally, click on the first option listed, **Online Travel & Expense Reimbursement**:



You should then follow the steps for completing your itinerary and expense reporting. GW's policy on travel and entertainment can be found at <http://my.gwu.edu/files/policies/GWTravelandEntertainmentPolicy.pdf>, but here are some simple steps to further assist you in completing the process:

For Scholarly Travel expenses:

1. Open the Online Travel & Expense Reimbursement form as explained above.
2. Follow the simple four-step process.
3. Remember: all meals over \$35 need an explanation and list of persons attended. A receipt is required for all items including meals greater than \$35. CCAS strongly encourages a receipt for ALL items regardless of cost.
4. Please use **your department's** alias for your **operating (C-fund) budget**.
5. Receipts should be taped out on 8 ½ x 11 paper so that they can be scanned – the tape should run from top to bottom, or parallel to the 11" edge.
6. **Print the final report before submitting online. The report must be approved by the traveler's supervisor before it is submitted. If the traveler is a chair or program director, it MUST be approved by the Dean's Office.**
8. Send original final report and receipts to Accounts Payable for processing of the faculty members reimbursement.
9. After the expense appears on the department's BPR, CCAS will then reimburse the department's operating budget.