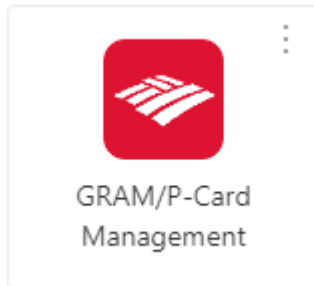


## How to Review a Rejected Expense Report

1. Visit Cardinal Apps <https://myapps.microsoft.com/>
2. Log In
3. Click on the 'GRAM/P-Card Management' app under UIW Apps



4. Log in to Bank of America Global Card Access




The image shows the login page for Bank of America Global Card Access. At the top, there is a blue header with the Bank of America logo and the text 'Global Card Access'. Below the header, there is a login form with fields for 'User ID' and 'Password', a 'Sign in' button, and a link for 'Forgot ID/Password'. To the right of the form is a background image of a person holding a smartphone. Below the form, there are three main sections: 'Apply for a New Card', 'Register a Card', and 'GCA Mobile App'. Each section has an icon and a brief description of the service.

5. Under Related Links, click on the link for 'Global Reporting and Account Management'

The image shows the dashboard for Bank of America Global Card Access. At the top, there is a blue header with the Bank of America logo and the text 'Global Card Access'. Below the header, there is a navigation bar with 'Home' and 'Card Management'. The main content area is divided into several sections: 'Account Summary' (PROCUREMENT OFFICE - 6863), 'My tasks' (No tasks at this time), 'Quick actions' (View your PIN, Change your PIN, Manage alerts, Lock card, View statements), and 'Related links' (Global Reporting and Account Management, Works, Card Assistant). The 'Global Reporting and Account Management' link is circled in red.

6. On your dashboard, click on 'Expense Reporting' to review rejected items

Welcome back,  
**Your dashboard**




-  **Expense reporting**  
You have 1 total items to review >
-  **News**  
You have 0 messages in your inbox >
-  **Resource Center**  
Review recommended resources relevant to your work >



**Expense reporting**

Showing 0 of 1 expense reports

[Go to expense reports](#)

-  1 total items
-  1 total non-expensed transactions
-  No expenses most recent posting date

Total Non-expense Transactions

1

7. See 'Status' of expense reports
8. Click on the arrow icon (▼) under 'History' to see comments

Expense Report List

**EXPENSE REPORT LIST**

SEARCH CRITERIA

Report Id(s):  Submitted Date Range:  To




Report Description(contains):  Report Status: All

Approver Name(contains):  Report Total Amount:  To

Assigned:  Assigned box must be checked to approve expense reports

[Search](#)

SEARCH RESULTS

	History	Report ID	Expense Report Description	Created Date	Status	Submitter	Submitted Date	Pending Approver	Amount																				
<input type="checkbox"/>		0888020353	Expense Report 0888020353	12/17/2024	In Progress				0.00																				
<input type="checkbox"/>		0888020352	November 2024	12/17/2024	Rejected		12/17/2024		607.83																				
<p><b>History</b></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Status</th> <th>Modified By</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>01/03/2025</td> <td>Rejected</td> <td>knsmith2</td> <td>incorrect receipt uploaded for HEB \$39.10 on 11/20/24. Please correct and resubmit.</td> </tr> <tr> <td>12/17/2024</td> <td>Approved</td> <td></td> <td></td> </tr> <tr> <td>12/17/2024</td> <td>Submitted</td> <td></td> <td></td> </tr> <tr> <td>12/17/2024</td> <td>In Progress</td> <td></td> <td></td> </tr> </tbody> </table>										Date	Status	Modified By	Comments	01/03/2025	Rejected	knsmith2	incorrect receipt uploaded for HEB \$39.10 on 11/20/24. Please correct and resubmit.	12/17/2024	Approved			12/17/2024	Submitted			12/17/2024	In Progress		
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12/17/2024	Submitted																												
12/17/2024	In Progress																												
<input type="checkbox"/>		0888020351	October 2024	12/17/2024	Completed		12/17/2024		411.66																				