

How to Review a Rejected Expense Report

1. Log in to GRAM
2. Click on 'More' in the 'Review Required' section

Bank of America Merrill Lynch

Home My Profile Account Manager Account Activity Reports Expense Reporting

HOME

User Role: Cardholder - XXXXXXXXXXXX1234-

ACTIVITY

- ALERTS & NOTIFICATIONS > Previous 30 days 0
- MOST RECENT POSTING DATE 03/18/2020

REPORTS & DATA FILES

- SCHEDULED REPORTS >
- COMPLETED REPORTS >
- DATA FILES >
- ACCOUNT STATEMENT >

More

REVIEW REQUIRED TOTAL ITEMS: 9

TOTAL NON-EXPENSED TRANSACTION Previous 30 days USD 2,365.64

More Create Expense Report

3. See 'Status' of expense reports
4. Click on the arrow icon (▶) under 'History' to see comments

SEARCH RESULTS

History	Report ID	Expense Report Description	Created Date	Status	Submitter	Submitted Date	Pending Approver	Amount
▶	0888003010	March 2020	03/13/2020	Rejected		03/13/2020		225.97
History								
	Date	Status	Modified By	Comments				
	03/16/2020	Rejected	prog_admin	Statement cycle not closed, please submit after cycle has ended on 3/27				
	03/13/2020	Submitted						
	03/13/2020	In Progress						
▶	0888003000	February 2020	03/12/2020	Submitted		03/12/2020	Program Administrator	1,074.59
▶	0888001790	November 2019	11/13/2019	In Progress				1,523.87
▶	0888001693	October 2019	11/10/2019	Completed		11/13/2019		1,419.22
▶	0888001682	September 2019	11/10/2019	Completed		11/13/2019		471.23
▶	0888001675	August 2019	11/10/2019	In Progress				735.12
▶	0888001644	July 2019	11/07/2019	In Progress				4,240.21
▶	0888000147	June 2019	08/01/2019	Completed		11/13/2019		225.00
Page Total:								9,915.21
Search Total:								9,915.21