

**GRAM Credit Card System
Search for Expense Reports**

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Screen Shots are EXAMPLES ONLY so your screen may not look the same as the screen shot.

Open Report to Finish the Allocate and Submit Expenses Process

1. To open an *In Progress* report, click on *Expense Report Description*.
2. You will be on the Name Report/Choose Dates step of the allocate and submit expenses process.
3. Click on *Next* and *Back* buttons to navigate through the report.
4. You can edit/update any parts of the report you would like following the steps in the he Na5β12.9 ē }8T∂.013 T