

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

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## Search for Expense Reports

*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 € }8TJ0.013 T