Process: Global Payment Cards
Sub-Process: Personal Expense Exception

Cardholder
- Start
  - Cardholder logs into Bank of America GRAM system
  - Review payment card activity and begins transaction reconciliation process
  - Determines and confirms that personal activity is either accidental or emergency
  - Indicates transaction(s) are personal by placing a “check” in the personal field in GRAM
  - Monthly reconciliation is submitted to appropriate cardholder approver

- Cardholder approver reviews submitted reconciled transactions in the BoA GRAM system
- Submitted transactions contain personal items
  - Yes
    - Transactions approved in GRAM
    - End
  - No
    - Emails cardholder to submit payment to NYU for the personal item via check or credit card and to complete a transmittal form

- Transmittal form received and reviewed
  - Transmittal form sent to Fiscal Officer
  - Transactions approved in GRAM
  - End

Fiscal Officer
- Transmittal form and personal transaction reconciled with department budget
  - End
## TRANSACTION DETAIL

**MELVIN REYES** • XXXX-XXXX-XXXX-7849 (Active) • 105 E 17TH ST 4TH FL • NEW YORK, NY 10003

### Financial Detail

<table>
<thead>
<tr>
<th>Reviewed</th>
<th>Approved</th>
<th>Posting Date</th>
<th>Transaction Date</th>
<th>Description</th>
<th>Transaction Amount</th>
<th>Tax Amount</th>
<th>Net Transaction Amount</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>✔️</td>
<td>02/02/2015</td>
<td>01/30/2015</td>
<td>BISTRO CATERERS NEW YORK, NY 10017</td>
<td>141.90</td>
<td></td>
<td>141.90</td>
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**Customer Code:**

### ACCOUNTING CODES INFORMATION

<table>
<thead>
<tr>
<th>GL UNIT</th>
<th>ACCOUNT</th>
<th>FUND CODE</th>
<th>DEPARTMENT</th>
<th>DEPARTMENT DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>WSQ01</td>
<td>65182 - Food Expense</td>
<td>10</td>
<td>19630</td>
<td>PSO</td>
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**Program Code:**

<table>
<thead>
<tr>
<th>PROGRAM CODE</th>
<th>PC BUSINESS UNIT</th>
<th>PROJECT</th>
<th>ACTIVITY</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSQPG</td>
<td>WSQ01</td>
<td>WSQPJ</td>
<td>WSQPJ</td>
<td>Lunch for afternoon mtg</td>
</tr>
</tbody>
</table>

**Personal Expense:**

<table>
<thead>
<tr>
<th>NO - NOT PERSONAL EXPENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO - NOT PERSONAL EXPENSE</td>
</tr>
</tbody>
</table>