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

Email received from card approver.

Obtain transmittal form from Finance Link

Complete transmittal form with required chartfield data

Obtain a pre printed envelop from (where does user get envelope)

Personal check or credit card details and transmittal form mailed to University Bursar Office 25 West 4th St. New York NY 10003

Email copy of transmittal form to cardholder approver

Cardholder approver reviews submitted reconciled transactions in the BoA GRAM system

Submitted transactions contain personal items

Transactions approved in GRAM

End

No

Yes

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

Copy of 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 10003217005

### 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</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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<tbody>
<tr>
<td>WSQ01</td>
<td>65182 - Food Expense</td>
<td>10</td>
<td>19630</td>
<td>PSO</td>
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<table>
<thead>
<tr>
<th>PROGRAM CODE</th>
<th>PC BUSINESS UNIT</th>
<th>PROJECT</th>
<th>ACTIVITY</th>
<th>COMMENTS</th>
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</thead>
<tbody>
<tr>
<td>WSQP</td>
<td>WSQ01</td>
<td>WSQ01</td>
<td>WSQ01</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>