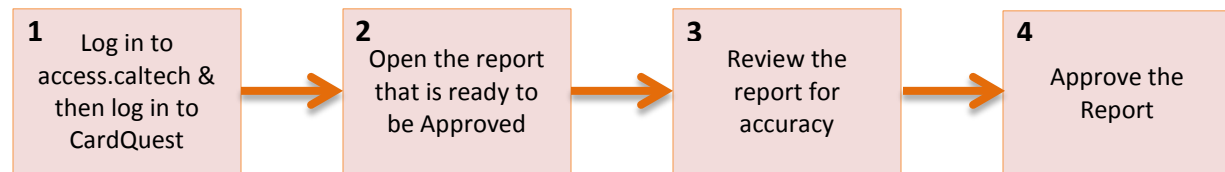


## How to Approve an Expense Report in CardQuest

### Summary

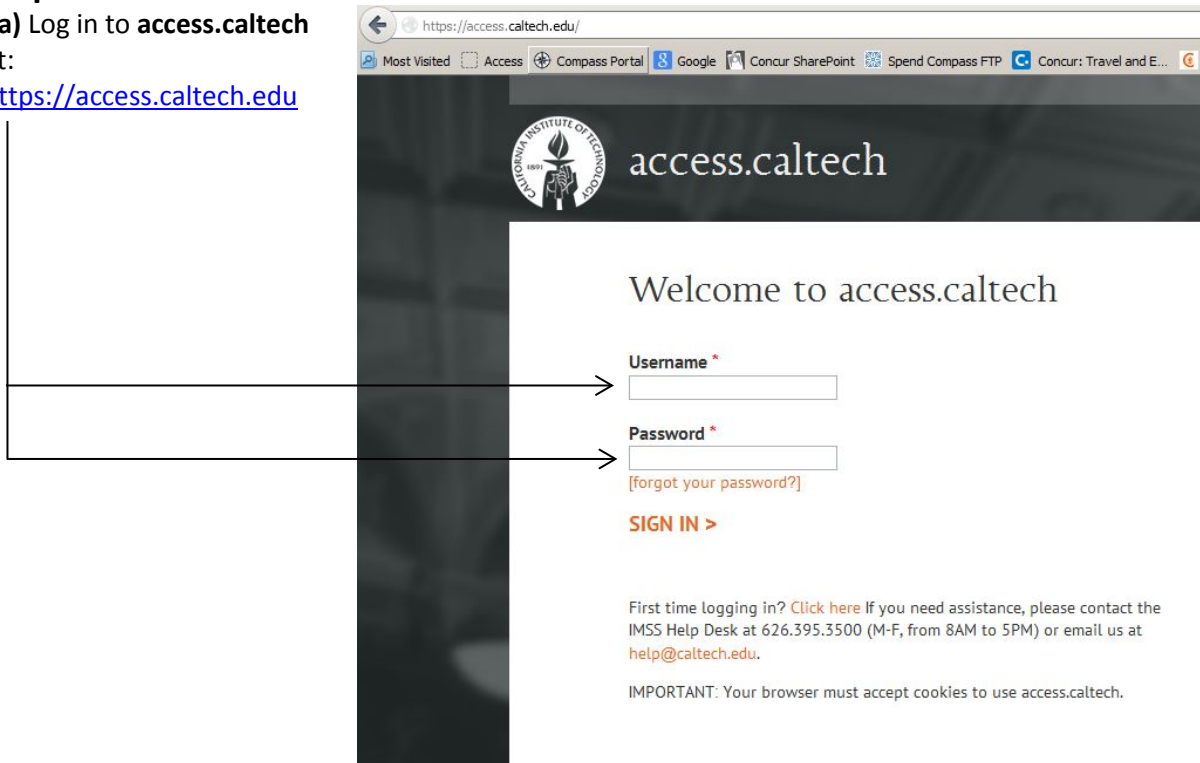
This guide will explain how to approve an expense report in CardQuest. **If you would like the ability to approve expense reports via the mobile app**, please email [cardquesthelp@caltech.edu](mailto:cardquesthelp@caltech.edu) and request mobile app instructions.

### Procedure



### Step 1

1a) Log in to [access.caltech](https://access.caltech.edu) at:  
<https://access.caltech.edu>



1b) Click on the **CardQuest** link from the list of applications in **access.caltech** then log in to CardQuest using your **access.caltech** credentials.

Caltech

Please Login with your access.caltech credentials:

Username:

Password:

Please contact the [JMSS Help Desk](mailto:help@caltech.edu) at help@caltech.edu or x3500 for assistance.

You are requesting access to:

concur

## Step 2

After hitting the **Login** button in step 1b, you will be taken to the CardQuest landing page.

Under **Required Approvals**, find and click on the report that you are ready to approve.

The screenshot shows the CardQuest application interface. At the top, there is a navigation bar with tabs for Home, Travel, Expense, Approvals, Reporting, and App Center. Below this, the CardQuest logo is displayed along with the user's name, Cynthia. A dashboard area contains several reports: Start a Report, Enter Reservation, Upload Receipts, Required Approvals (00), Available Expenses (01), and Open Reports (02). The 'Required Approvals' report is highlighted with a red box. Below the dashboard, there are sections for TRIP SEARCH and COMPANY NOTES. The TRIP SEARCH section includes a form for searching flights, with fields for departure and arrival cities, dates, and times. The COMPANY NOTES section contains a welcome message and a list of MY TASKS, including Required Approvals, Available Expenses, and Open Reports. A red box highlights the 'Required Approvals' task, and an arrow points from the text in the previous block to this task.

### Step 3

After clicking on the report name in **Step 2**, the report will open.


**3a) Please review the charges** in the report to certify that the report correctly describes the actual amount of allowable business expenses incurred in the performance of the employee's assigned duties.

The screenshot shows the 'Reports' page for 'Oct 2014' by user 'Gould, Steve'. It features a table of expenses and a detailed form for a selected expense.

Date	Expense	Amount	Requested
06/25/2014	Services (simple) LARAGEN, Culver City, California	\$91.00	\$91.00
06/25/2014	Goods (Itemized) LARAGEN, Culver City, California	\$112.00	\$112.00
06/25/2014	Goods	\$100.00	\$100.00
06/25/2014	Freight	\$8.00	\$8.00
06/25/2014	Sales Tax	\$4.00	\$4.00


The detailed form for the selected expense includes fields for Expense Type (Services (simple)), Vendor Name (LARAGEN), Transaction Date (06/25/2014), Amount (\$91.00), Non-Taxable? (checkbox), Sales Tax Amount Charged (0.00), Freight Amount Charged, Short Order Description (DNA sequencing), Business Purpose (lab tests), Ship to Location (CALTECH), Requestor, SKU/Part Number, Quantity, Unit of Measure, FAMS W/O, Comment, and Payment Type (BoA MasterCard (CBCP)).

### 3b) Review Receipts

To review receipt images, hover over this icon  and an image of the receipt will pop up for your review.

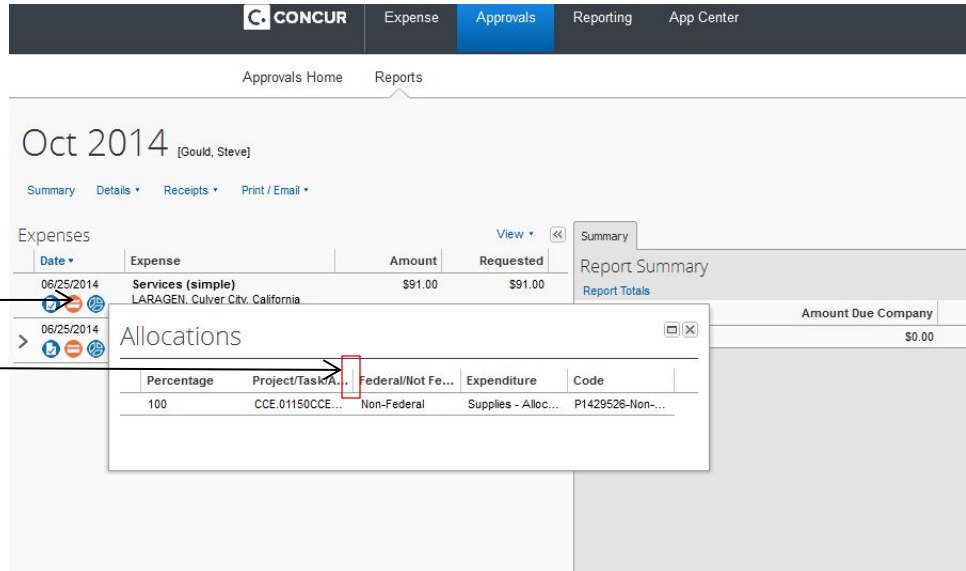
The screenshot shows the 'Reports' page for 'Oct 2014' by user 'Gould, Steve'. A receipt review overlay is displayed, showing a sample receipt from CardQuest. The receipt text reads 'Sample Receipt 1'. The background form is partially visible, showing the same expense details as in the previous screenshot.

### 3c) Review Allocations

To review if charges have been allocated to the correct PTAE, hover over this icon  and the allocation for the entry will pop up for your review.

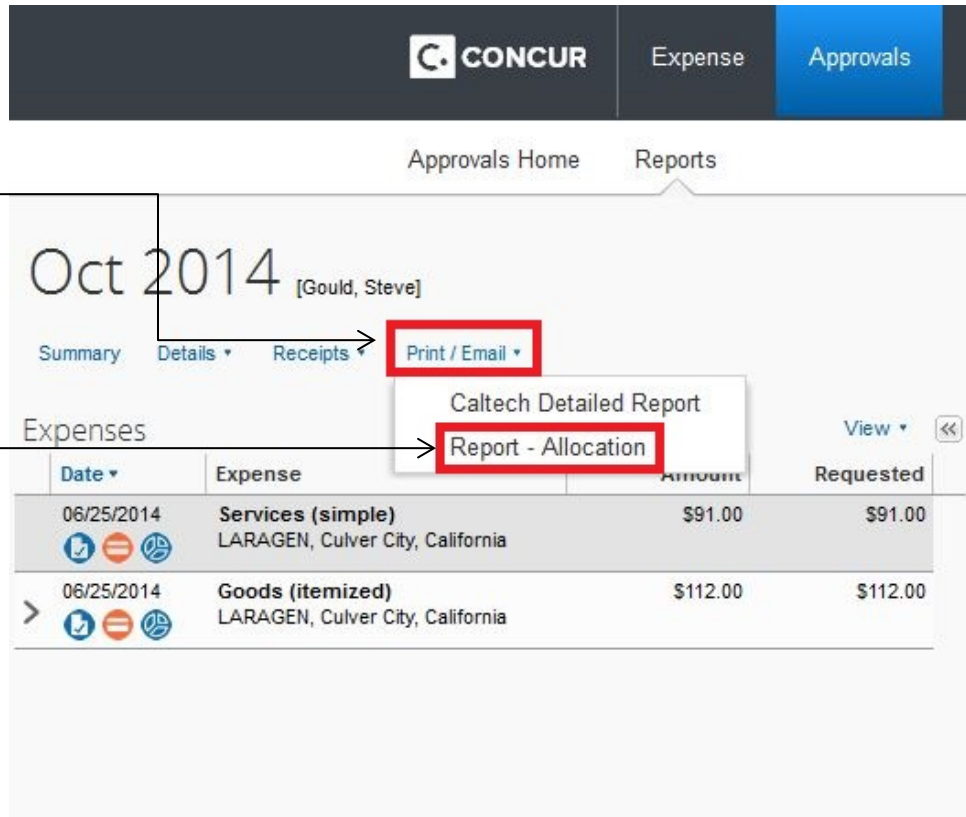
To view the entire Project/Task/Award field, slide the divider line to the right.

**Allocating in CardQuest** is the process of assigning a PTAE string to an entry.



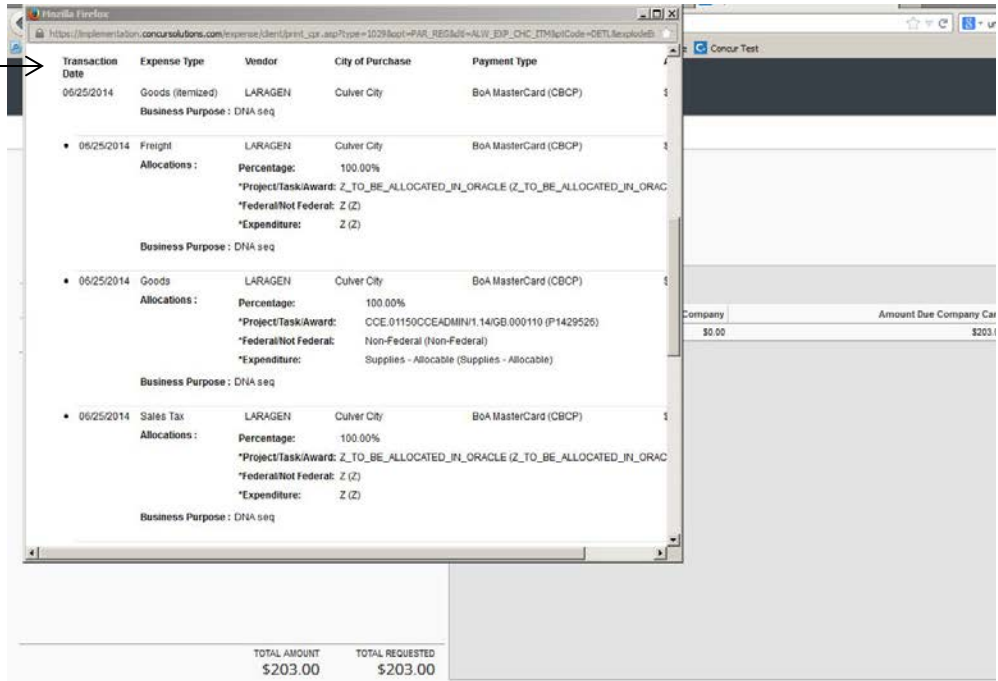
Percentage	Project/Task/Award	Federal/Not Fe...	Expenditure	Code
100	CCE.01150CCE...	Non-Federal	Supplies - Alloc...	P1429526-Non-...

Or if you need to see the PTAE allocations for the entire expense report you can view an Allocation Report. Click on **Print/Email** and choose **Report-Allocation**.



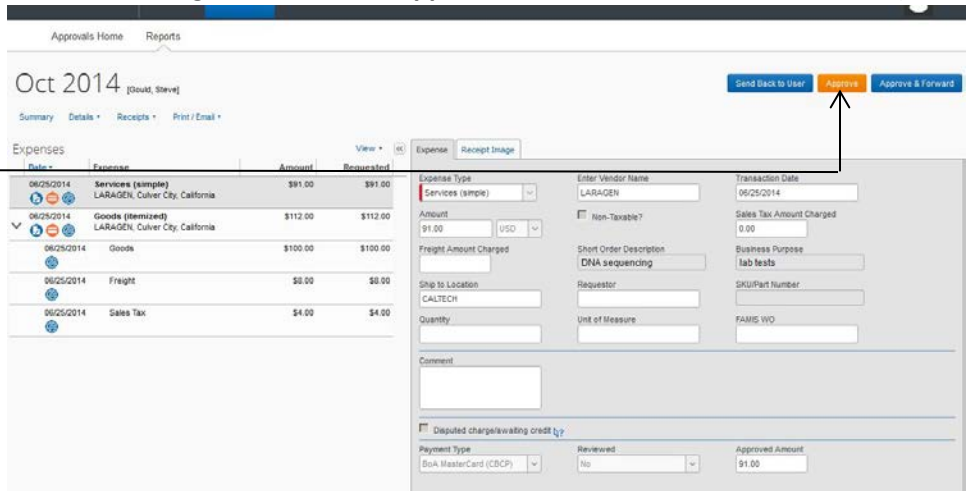
Date	Expense	Amount	Requested
06/25/2014	Services (simple) LARAGEN, Culver City, California	\$91.00	\$91.00
06/25/2014	Goods (itemized) LARAGEN, Culver City, California	\$112.00	\$112.00

3c) (cont.) This will open up the **Allocation Report** showing all allocations for the **entire expense report**. If there are itemizations on the expense report, tick the **Show Itemizations** check box in the upper left hand corner at the very top of the Allocation Report. This will make sure the allocations on those **itemized entries are visible in the report**.



**Step 4** (see **Exceptions** at the end of this guide for how to **Approve & Forward** or **Send Back To User**)

Once you have verified that the receipts and charges are all allowable, click the **Approve** button. The approved report will either be forwarded to the PCard team to audit or be sent for payment if there is a reimbursement owed.



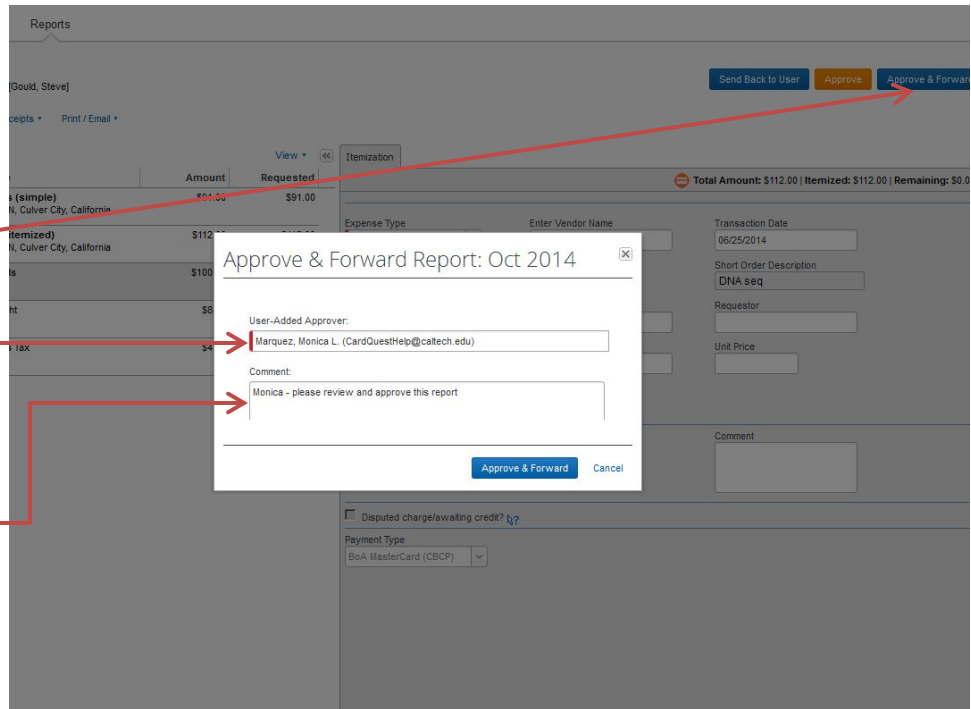
## Exceptions

### Approve & Forward

If there are charges on the report that you would like another person to approve in addition to your own approval, you may click **Approve & Forward**.

When you click approve and forward you will see a pop up box asking for the **additional Approver's name**. \* You may also include a comment.

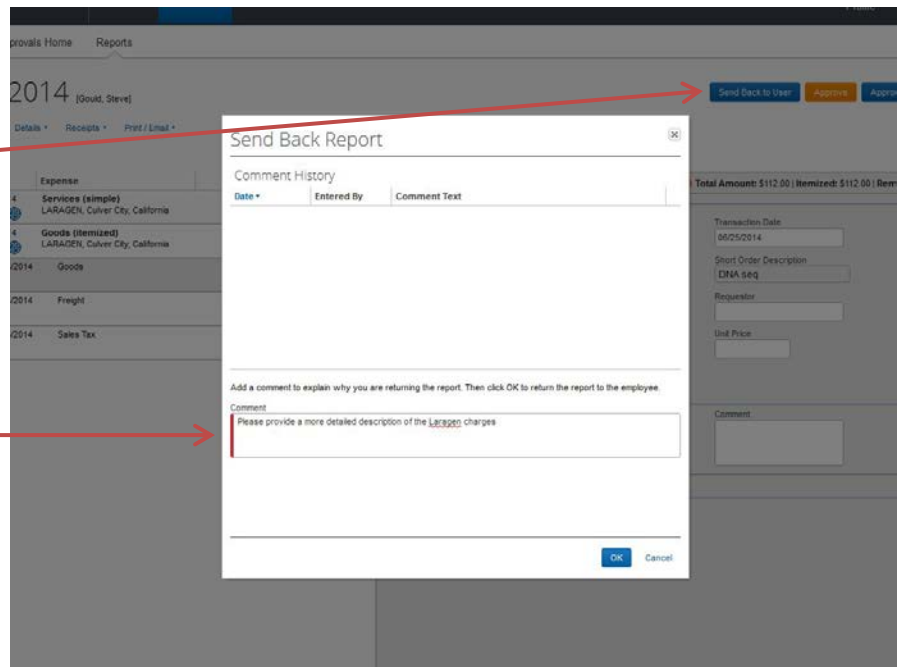
\*Please note that the person you are forwarding to must be set up in CardQuest as an **Approver** or their name will not appear as an option.



### Send Back to User

If there are charges on the report that require more information or changes before you can approve, you can **send the report back to the employee**.

You must include a **comment** letting the employee know what changes you need to see before they **resubmit for your approval**.



## CardQuest Help

Visit the CardQuest webpage:

<https://procurement.caltech.edu/cardquest/>

Email us your questions:

[cardquesthelp@caltech.edu](mailto:cardquesthelp@caltech.edu)

Call the Procurement Services Hotline:

(626) 395-8900

### Muriel Sandoval

P-Card and Travel Manager

(626) 395-6273

[muriel.sandoval@caltech.edu](mailto:muriel.sandoval@caltech.edu)