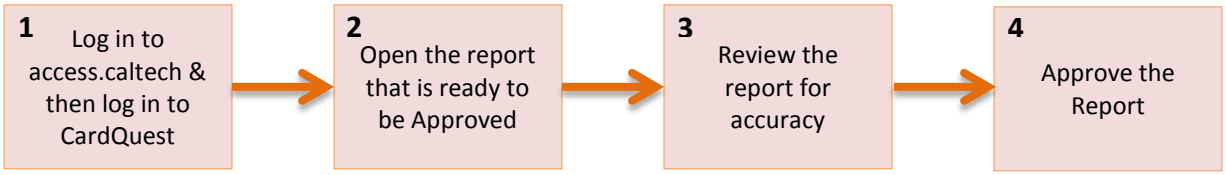
# How to Approve an Expense Report in CardQuest

## Summary

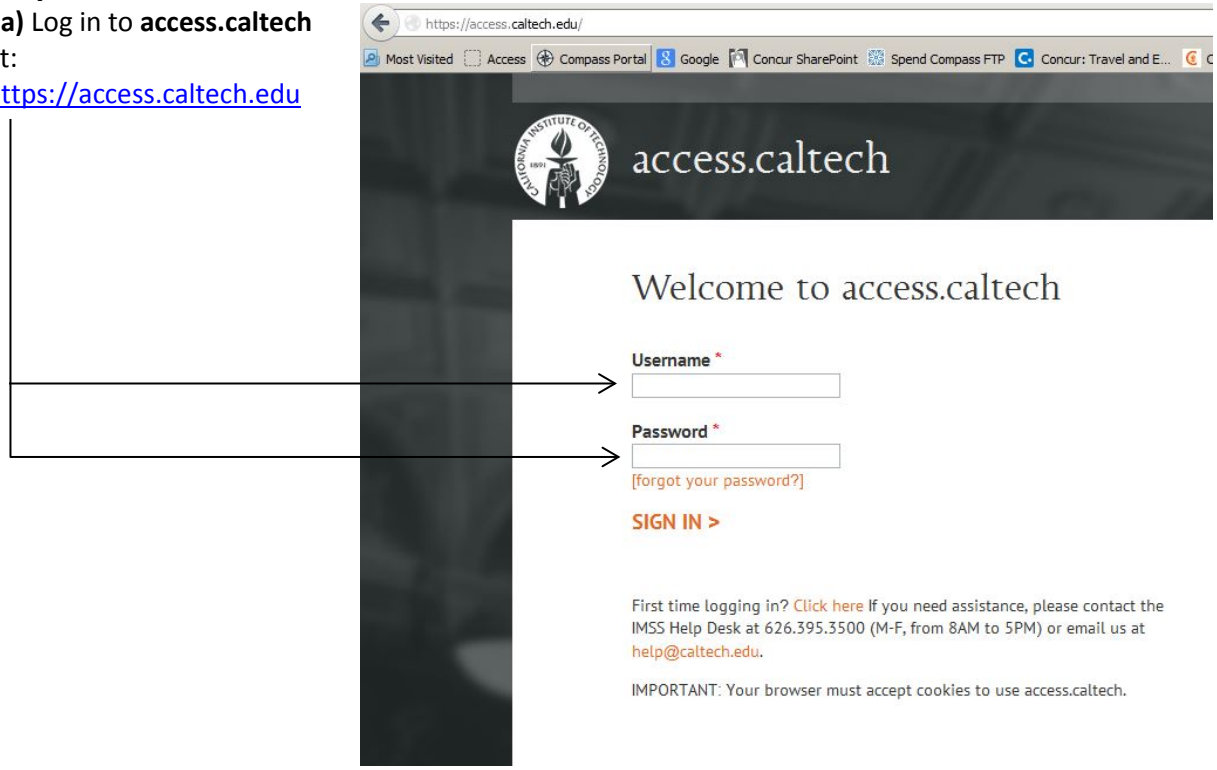
This guide will explain how to approve an expense report in CardQuest. **If you would like the ability to approve expense reports via the mobile app**, please email cardquesthelp@caltech.edu and request mobile app instructions.

## Procedure




### Step 1

**1a)** Log in to **access.caltech** at: https://access.caltech.edu

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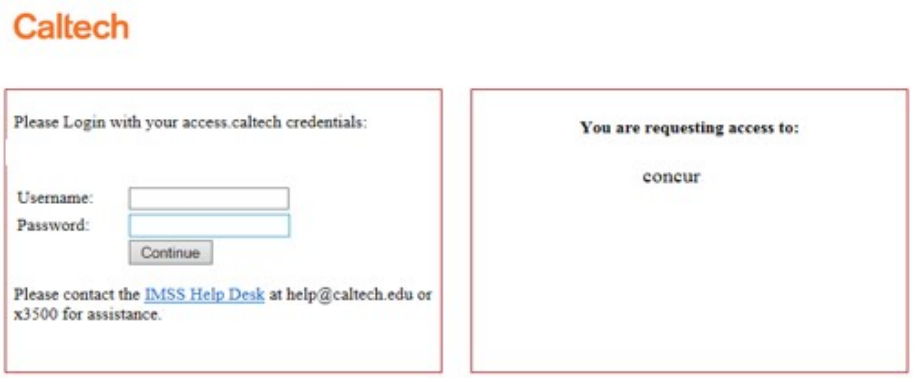
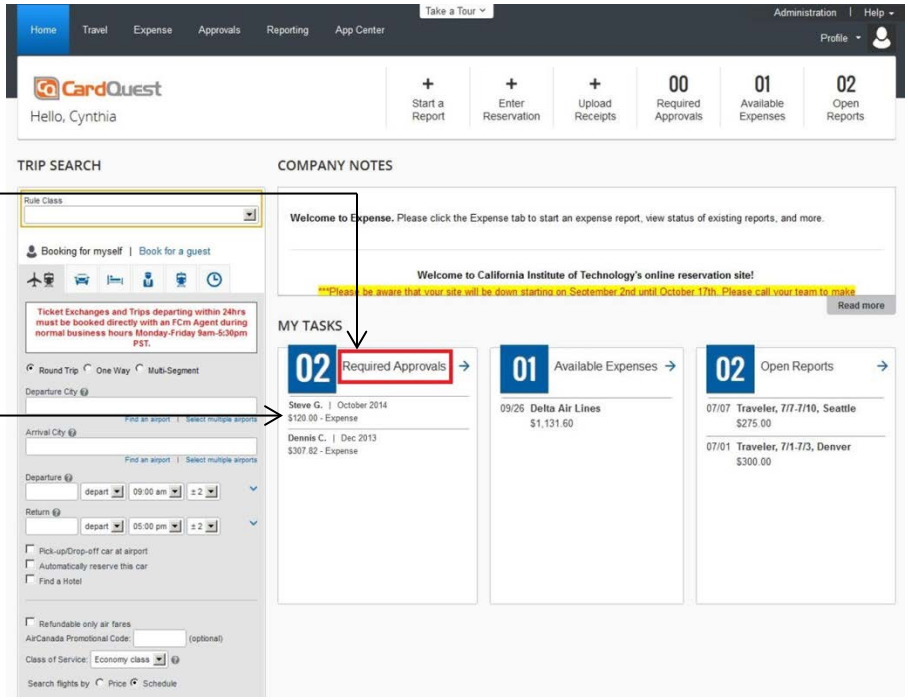
**1b)** Click on the **CardQuest** link from the list of applications in **access.caltech** then log in to CardQuest using your access.caltech credentials.




## 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.

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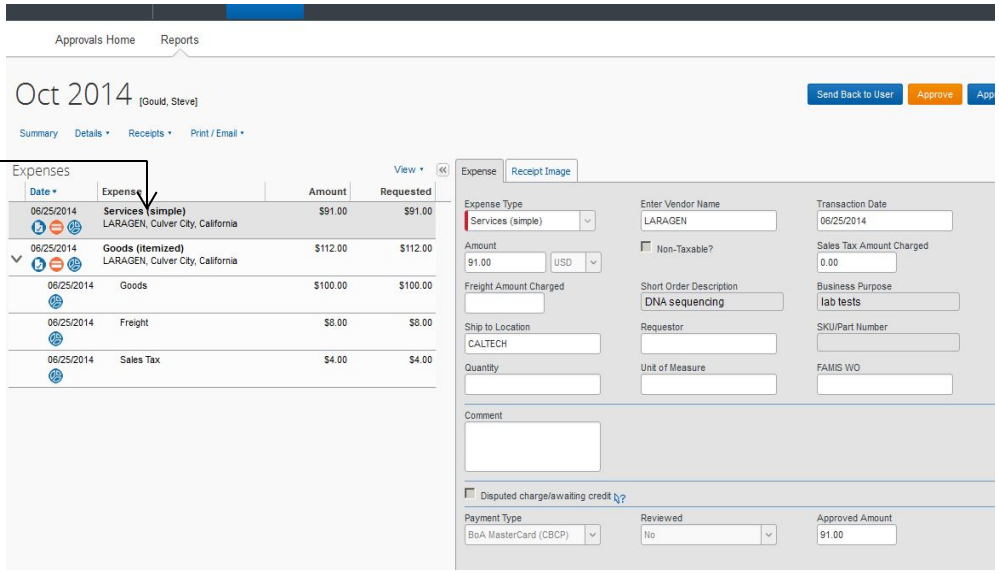
## Step 3

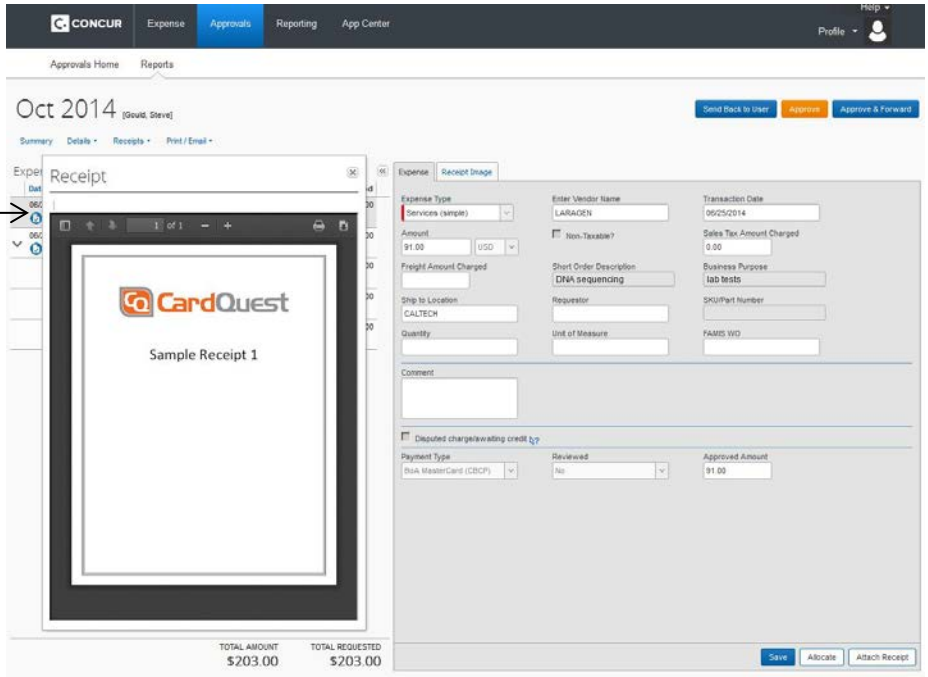
After clicking on the report name in **Step 2,** the report will open.

**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.




**3b) Review Receipts**

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

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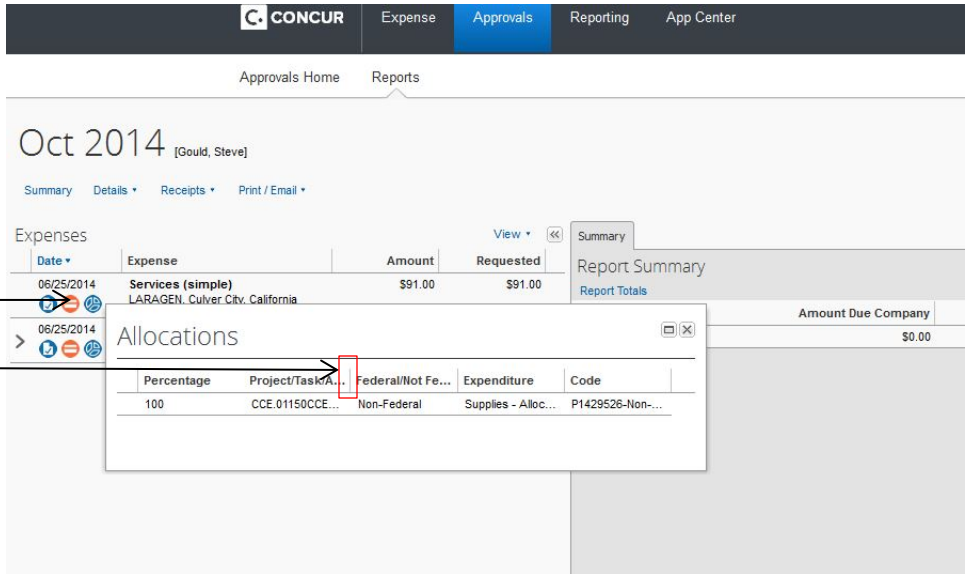
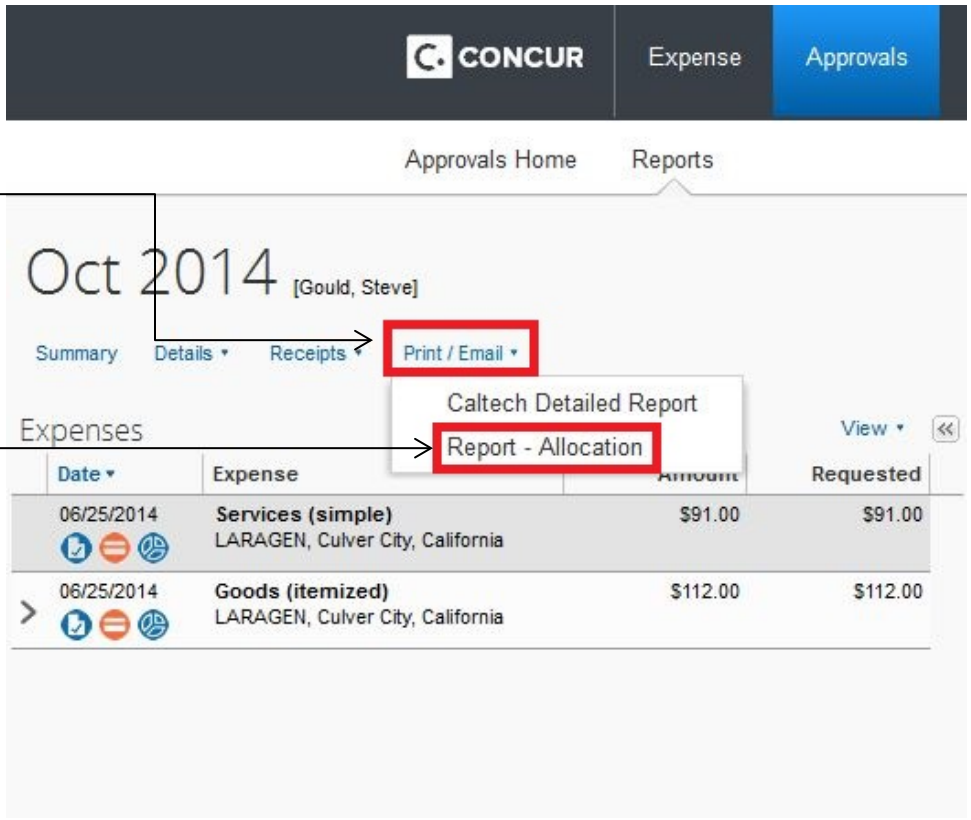
**3c) Review Allocations**
To review if charges have been allocated to the correct PTAE, hover over this icon and the allocation for the entry will pop up for your review.

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.




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**.

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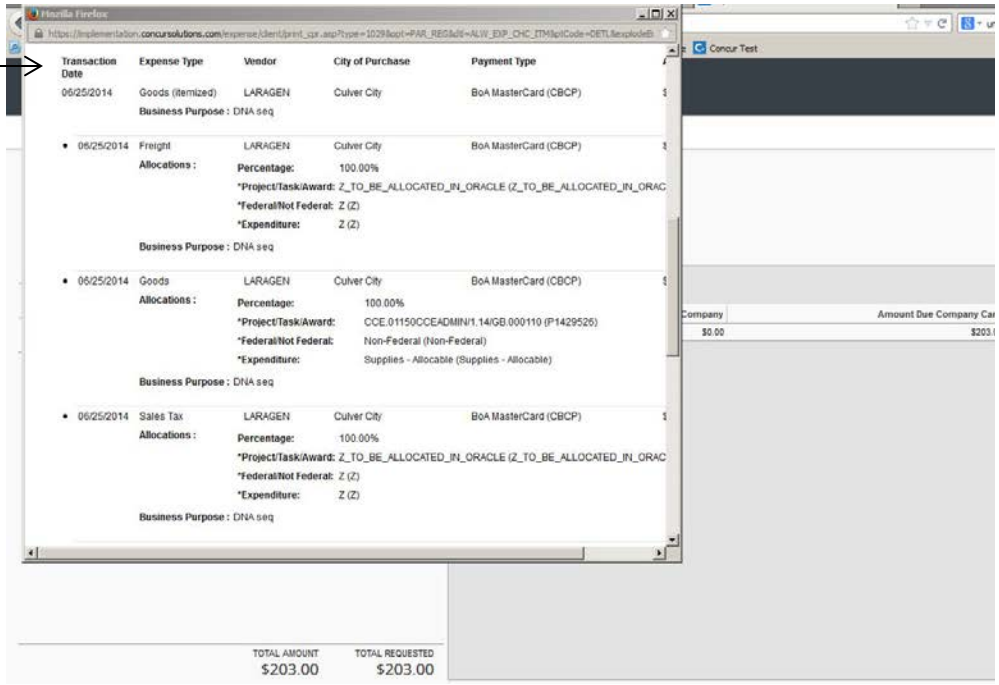
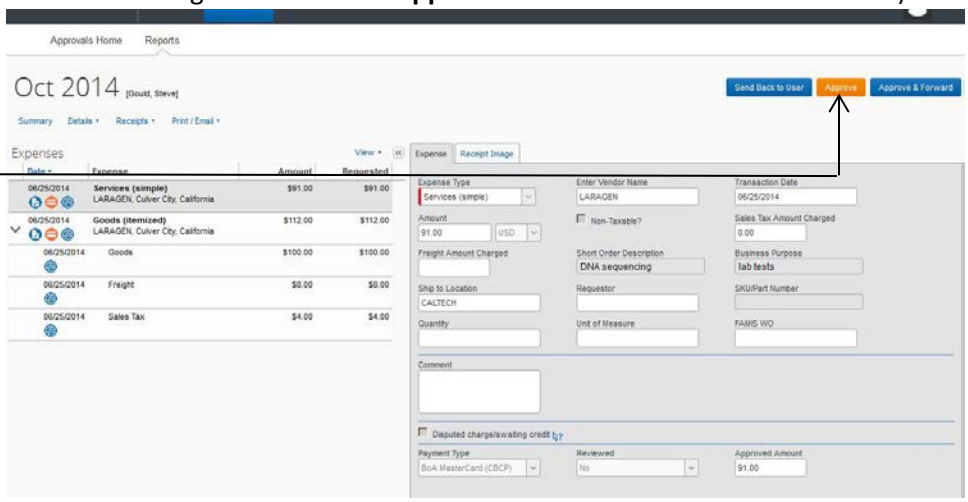
**3c)** (cont.) This will open up the **Allocation Report** showing all allocations for **the entire expense report.** If there are itemizations on the expense report, tick the **Show Itemizations** check box in the upper left hand corner at the very top of the Allocation Report. This will make sure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

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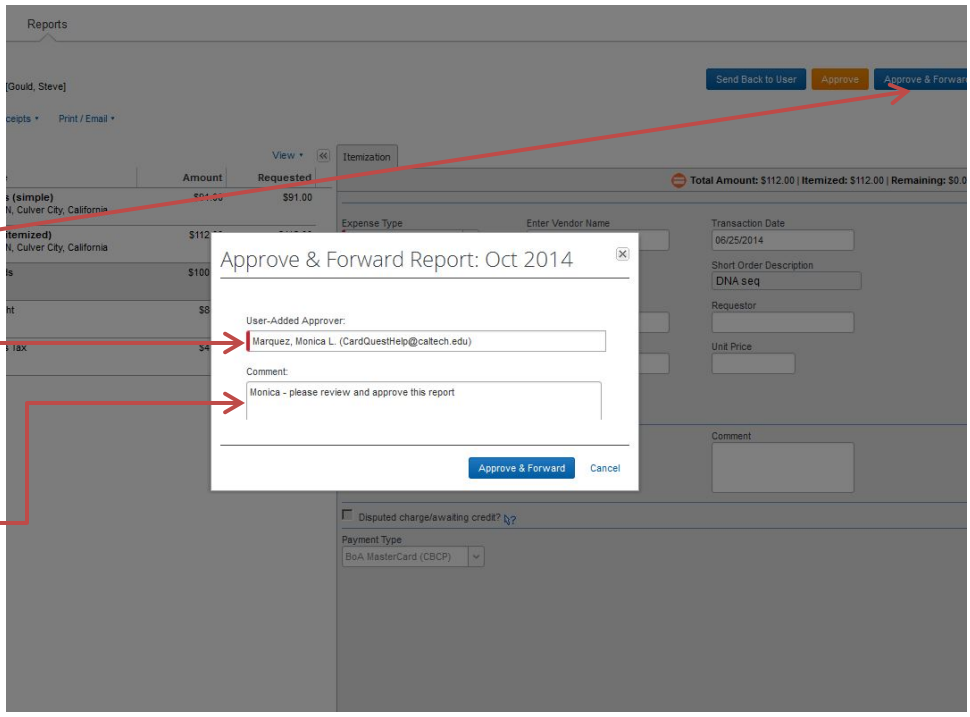
## Exceptions

**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.

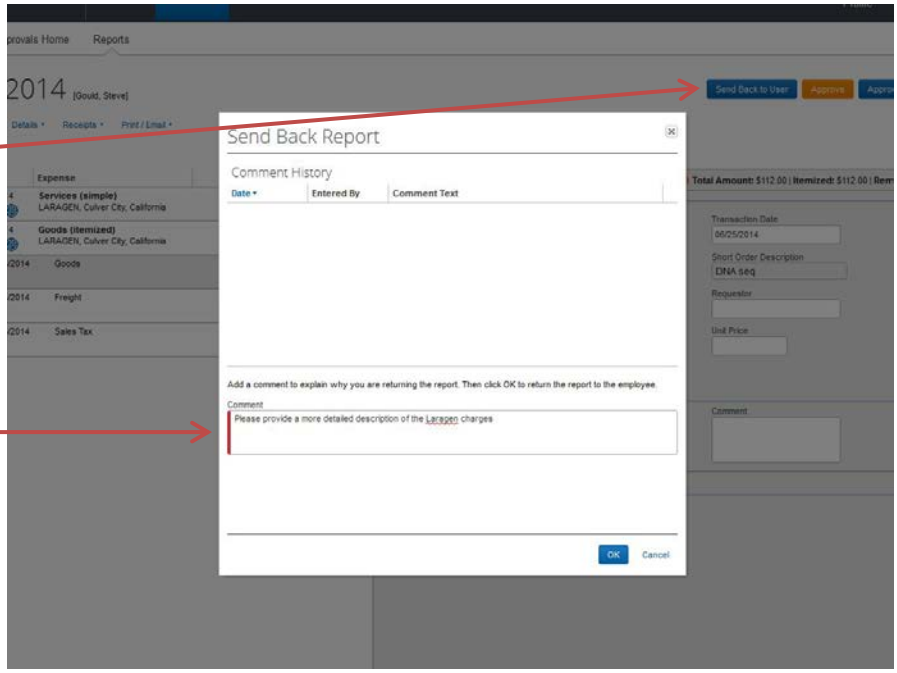



*Please note that the person you are forwarding to must be set up in CardQuest as an **Approver** or their name will not appear as an option.

**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**.

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## CardQuest Help

**Visit the CardQuest webpage:**
https://procurement.caltech.edu/cardquest/
**Email us your questions:**
cardquesthelp@caltech.edu
**Call the Procurement Services Hotline:**
(626) 395-8900

**Muriel Sandoval**
P-Card and Travel Manager
(626) 395-6273
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