

# CardQuest

## Audit Rules

Audit Rules (Exceptions) exist to ensure that purchase and expense entries are in compliance with the P-Card and Travel policies. These rules may create exceptions for the user, approver, and or the back office. Some audit rules are for notification only (⚠️), while other audit rules will create a hard stop (❗) and requires immediate correction before you can submit.

### Goods and Services (G&S)

Icon	Rule	Message
⚠️	May need attention	Gift/Award purchases over \$75
		Payroll will be notified of all gift card purchases given to Caltech personnel. Per IRS Publication 15-B: Cash and cash equivalent items provided by the employer are included as income.
⚠️	May need attention	Purchases over \$10K
		Please attach certification for your item over \$10,000
❗	Report needs attention	Allocation not complete
		You need to allocate your expenses and select Federal/Non-Federal and the expenditure type for each expense type
⚠️	May need attention	Personal expense
		You have marked this transaction as a personal expense. Please attach a Personal Justification form for the charge and contact the PCAT team for payment instructions.
❗	Report needs attention	Travel Expenditure Type used on a G&S report
		You have entered a Travel Expenditure Type on a G&S report. Please choose a G&S Expenditure Type
❗	Report needs attention	Cash Advance entered on a G&S report
		Enter all cash expenses on the Employee Travel policy
❗	Report needs attention	Sales tax and freight PTAE
		Select the Z_TO_BE_ALLOCTED_IN_ORACLE PTAE for system allocated sales tax or freight when expenses are itemized

### Travel

Icon	Rule	Message
⚠️	May need attention	Duplicate transaction check for meals
		This expense may be a duplicate of the following expense
❗	Report needs attention	Allocation not complete
		You need to allocate your expenses and select Federal/Non-Federal and the expenditure for each expense type
❗	Report needs attention	Air class on Federal Award
		First and Business class travel is not allowed on Federally funded PTAEs
❗	Report needs attention	Future dated expense
		You are not allowed to enter a future dated expense
❗	Report needs attention	G&S Expenditure Type used on a Travel report
		You have entered a G&S Expenditure Type on a Travel report. Please choose a Travel Expenditure Type
⚠️	May need attention	Combining Travel Allowance (per diem) with meals actual
		There is a possible travel allowance conflict