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 & then log in to CardQuest at: https://access.caltech.edu

1 Log in to access.caltech & then log in to CardQuest
2 Open the report that is ready to be Approved
3 Review the report for accuracy
4 Approve the Report

First time logging in? Click here if you need assistance, please contact the IMSS Help Desk at 626.395.3500 (M-F, from 8AM to 5PM) or email us at help@caltech.edu.

IMPORTANT: Your browser must accept cookies to use access.caltech.
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.
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.
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.
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

Call the Procurement Services Hotline:
(626) 395-8900

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