Procedure: Traveler Request Form

Summary

This procedure provides instructions for requesting a new traveler record via **Add New P-Card Traveler Request Form.** The traveler profile, a Caltech individual or non-employee, is used for processing expense reports and travel reimbursements in CardQuest.

Following this guide is intended to help users correctly complete the **Add New P-Card Traveler Request Form** for both Caltech individuals and non-employees. An accurate submission prevents delays in traveler setup and expense report processing.

The normal processing time is 5-7 business days and incomplete forms may cause delays. Upon workflow approval by Supplier Management staff, the traveler record will be available in CardQuest the next business day. The process requires an overnight interface from Oracle to CardQuest.

Accountable Plan

Caltech individuals and limited non-employees may be reimbursed for their travel costs and other expenses under Caltech's Accountable if the criteria listed below are satisfied. Expenses must be properly documented and accounted to be considered non-reportable reimbursements.

1. Expenses must have a business connection.

    - The business purpose must support the goals, objectives, and mission of the Institute.
    - Documentation must adequately describe the expense as necessary, reasonable, and appropriate.

2. Non-employees must be able to substantiate expenses covered in the Plan.

3. Expenses must be submitted within a reasonable period.

Non-Standard Business Travel

If the expenses do not meet the Accountable Plan and Travel Policy requirements, the travel reimbursement must be submitted on a PTA Payment Request Form via TechMart for appropriate tax reporting and withholding.

For questions, contact the Specialty Team at specialtyteam@caltech.edu.

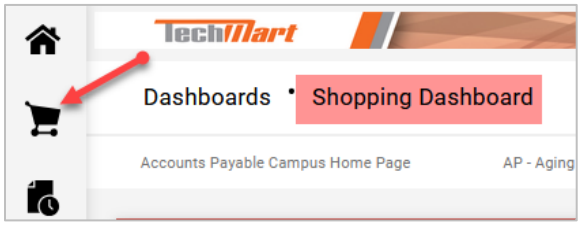
Related References

1. IRS Publication 463 Travel, Entertainment, Gift, and Car Expenses
2. Caltech Travel Policy
3. Non-Employee Traveler Policy
4. Honorarium Policy

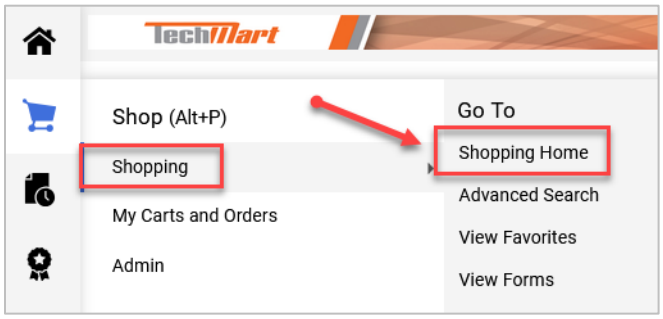
TechMart Procedure

1. Search Traveler Request Form

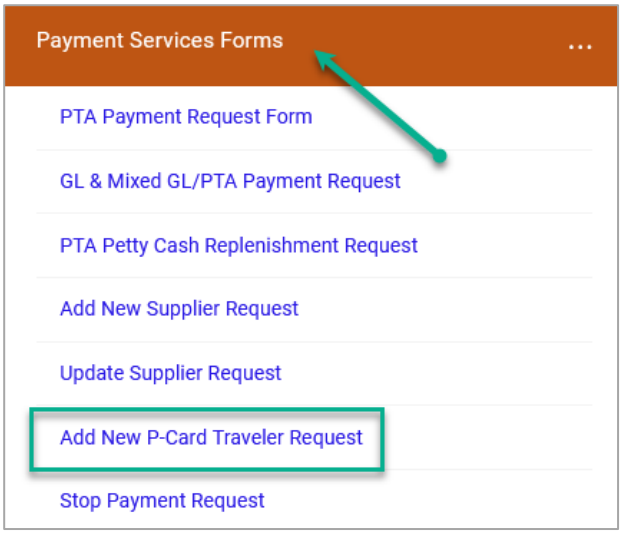
- Login to access.caltech with your credentials.
- Go to Administrative Services > **TechMart Purchasing**. Duo key authentication is required.
- Click the shopping cart icon.



- Go to **Shopping** > **Shopping Home**.



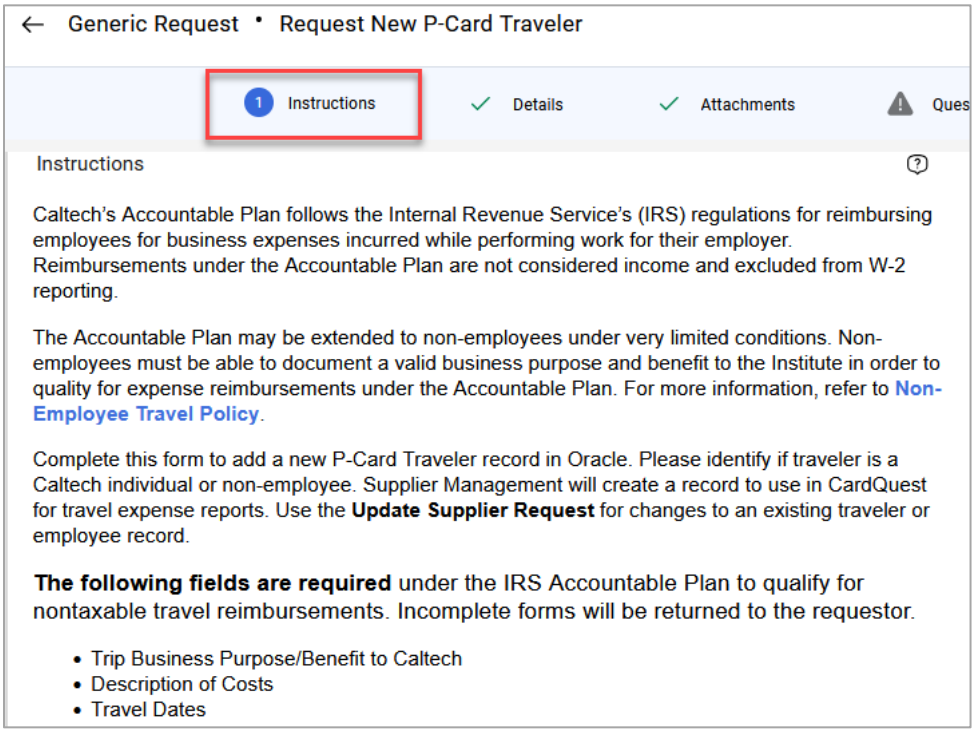
- Scroll down to **Payment Services Forms** and select **Add New P-Card Travel Request.**
    - If the payee exists in the Oracle Supplier database, submit the **Update Supplier Request Form** instead. The record may be inactive.



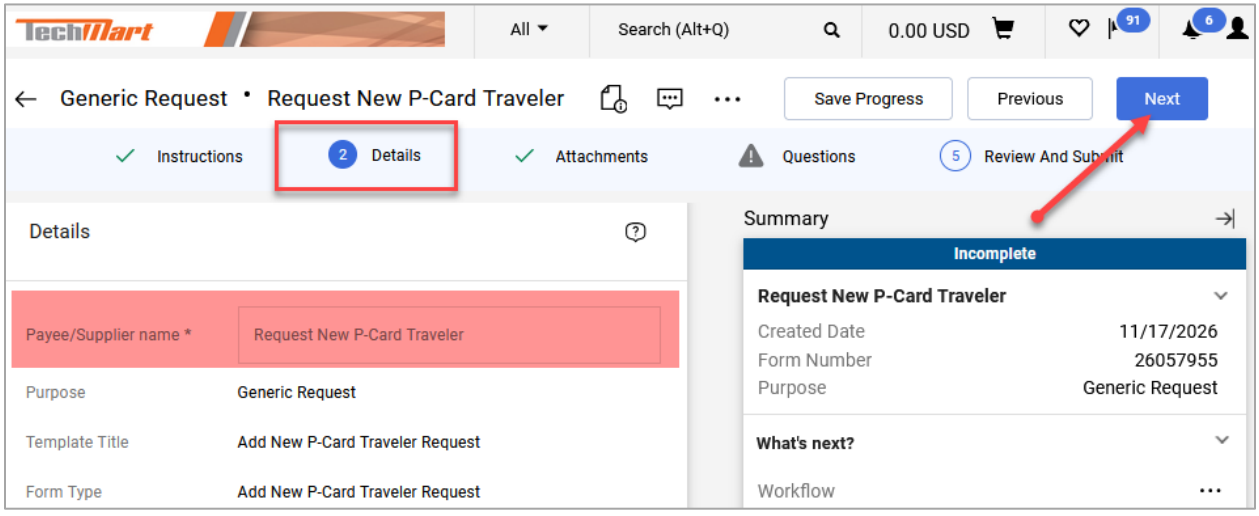
2. Complete Add Traveler Request Form

A. Non-Employee

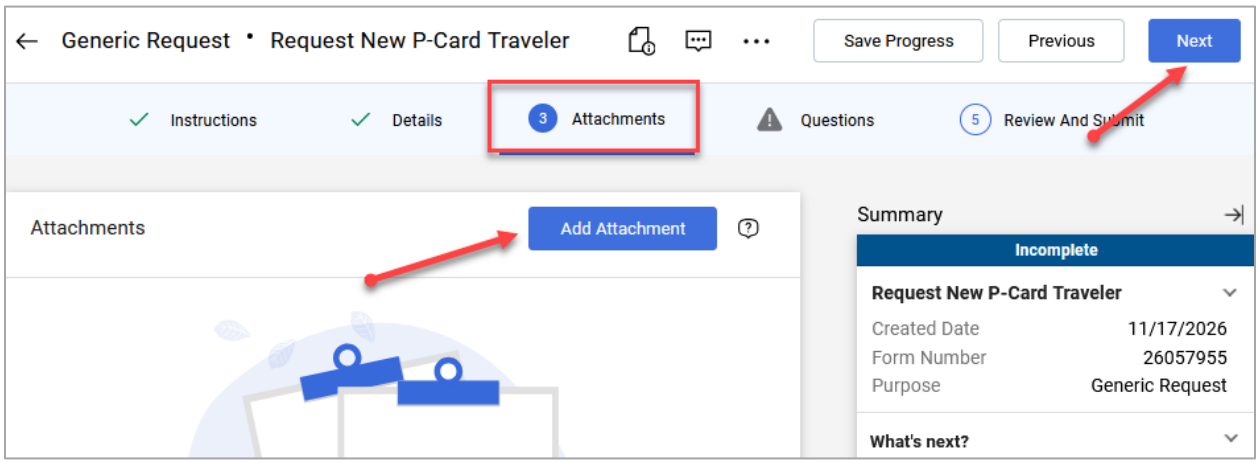
1) Read the **Instructions** section for more information to prevent submission errors. Click **Next.**



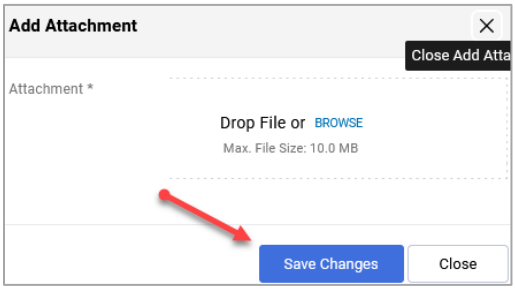
2) In the **Details** section, enter the Traveler Name and click **Next**. Entering the name allows Supplier Management to easily view the request in their TechMart queue.



3) Go to **Attachments** tab to upload relevant documents, if applicable. Otherwise, skip this step.

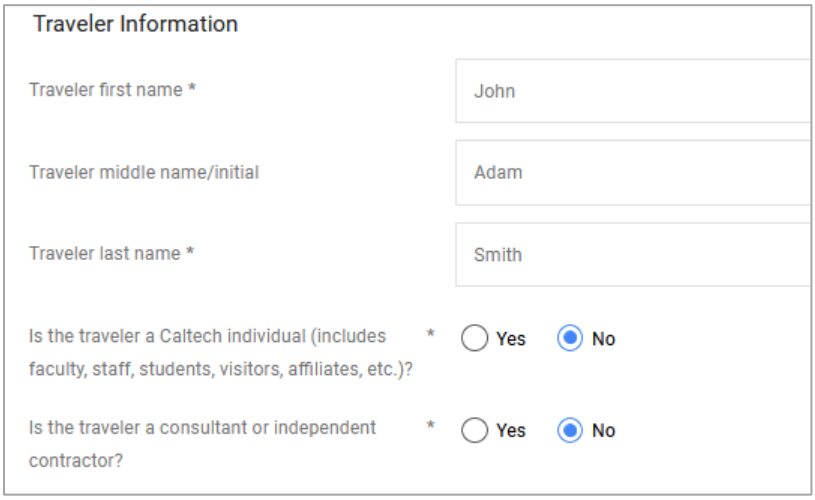


- Drag and drop file or select from its saved location. Click **Save Changes** when finished.

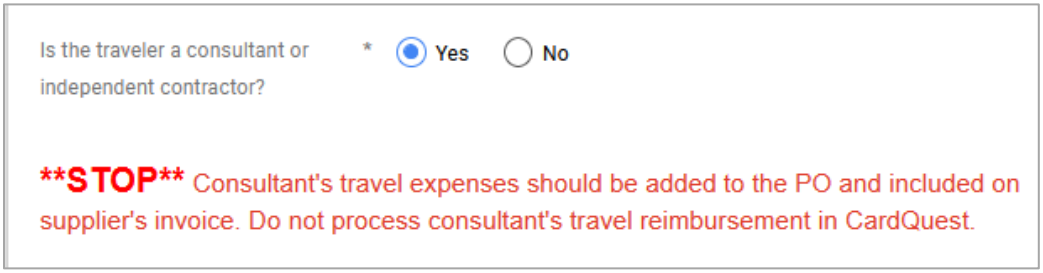


4) Enter first, middle (if available), and last names.

5) If traveler is a Caltech person, refer to **Section B, Caltech Individuals.**



- Important: This form is not intended for consultants and other professionals. Travel costs for independent contractors must be submitted on a purchase order along with cost of services be performed.

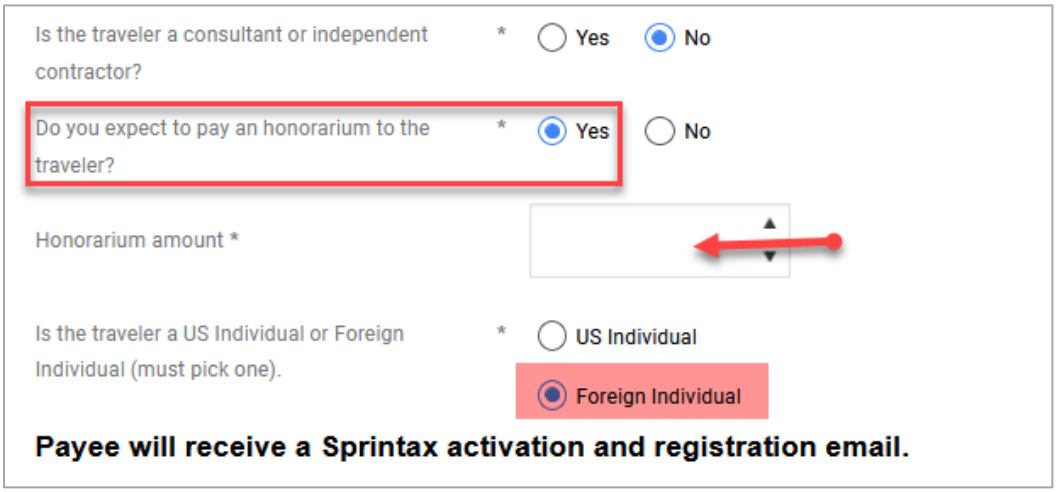


6) If honorarium will be paid, enter amount.

Note: An honorarium is a voluntary payment made as a gesture of appreciation for sharing knowledge or participating in an event. There is no promise or prior arrangement of payment. If there is a specific service or deliverable under an agreed-upon business arrangement, then the Traveler Request Form is not correct. Submit a requisition in TechMart.

7) Select US Individual or Foreign Individual. The answer determines which tax forms must be obtained from the payee.

- Foreign individuals must complete a Sprintax registration process.

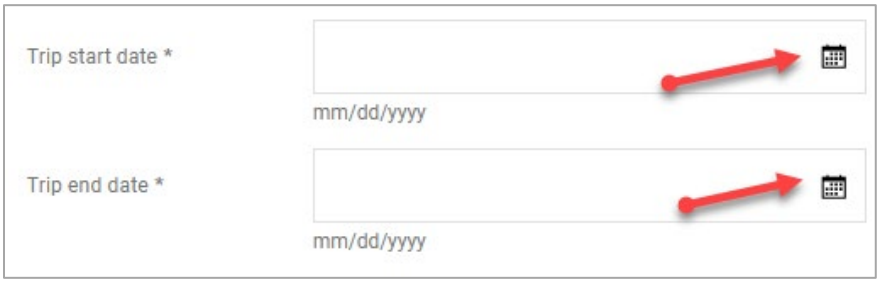


8) Complete address, phone number, and email fields.

- Some foreign countries use province names. Enter province name after city name, if applicable.



9) Enter trip dates. Use the calendar icon to select dates.

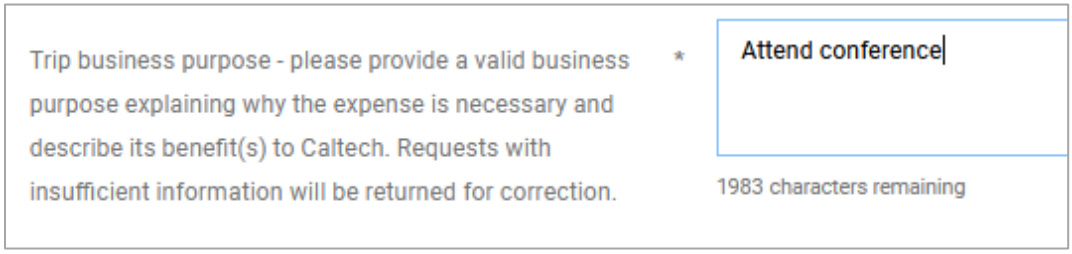


10) Provide purpose of the trip and description of costs.

- Example of an acceptable description



- Example of an insufficient business purpose: request will be returned.



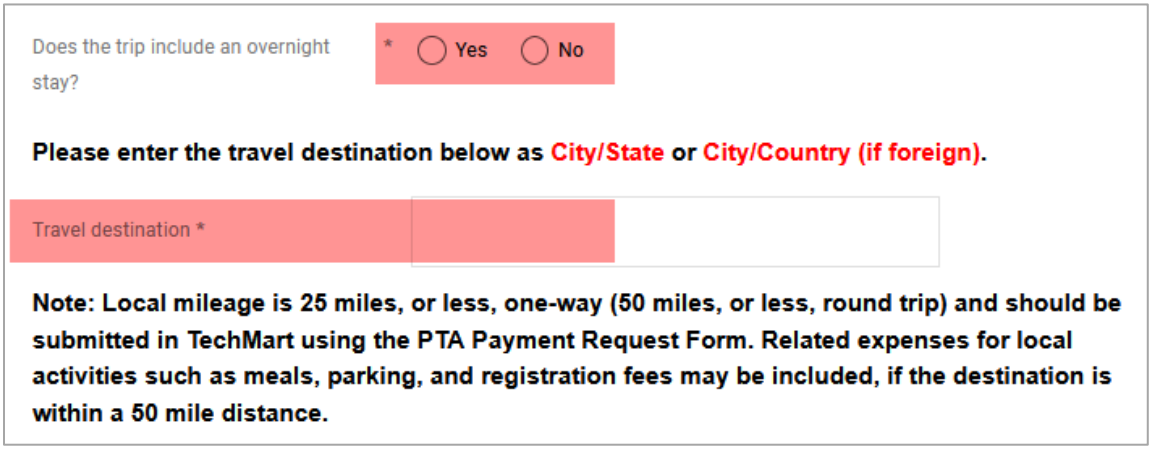
- Example of an insufficient description of costs: request will be returned.



11) Confirm if an overnight stay is expected (must select one).

12) Enter trip destination.

- For local workshops or conferences (within 25 miles one-way), do not use this form. Submit the request on a PTA Payment Request Form via TechMart.

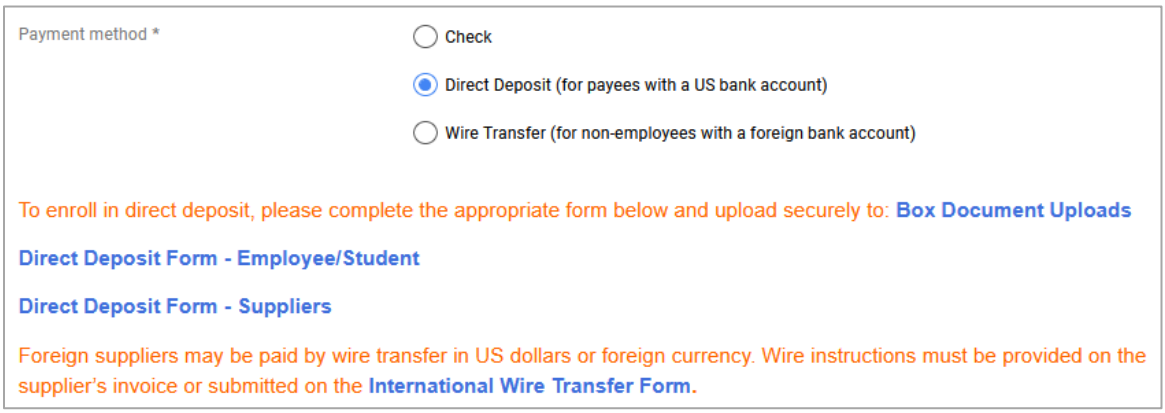


13) Select preferred payment method.

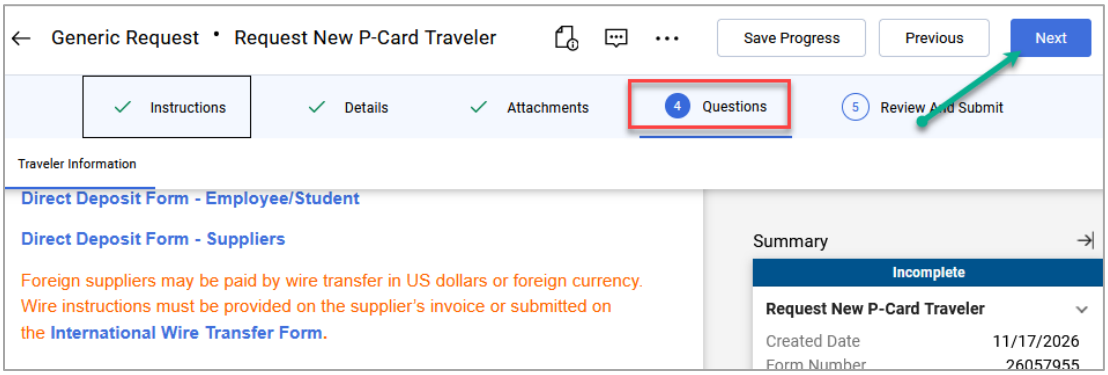
- Supplier Management will contact the payee to complete the Direct Deposit Form if that is the preferred payment method. Optionally, end users may also forward the form to the payee. Upload completed form securely to: Box Document Uploads.

  Note: Traveler requests will remain open to allow time for the Direct Deposit Form to be completed and returned. If the payee does not submit the form within 7 business days, payment method will be defaulted to check.

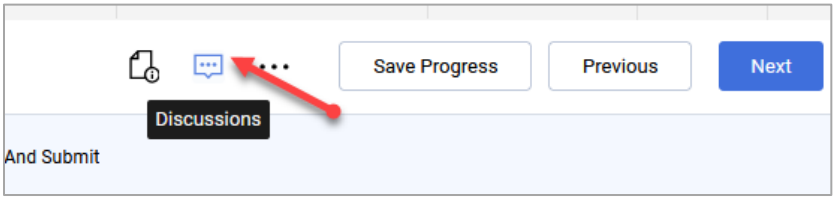
- Foreign individuals without a US bank account may be paid via wire transfer by completing the International Wire Transfer Form.



14) Review form for missing information and click **Next.**

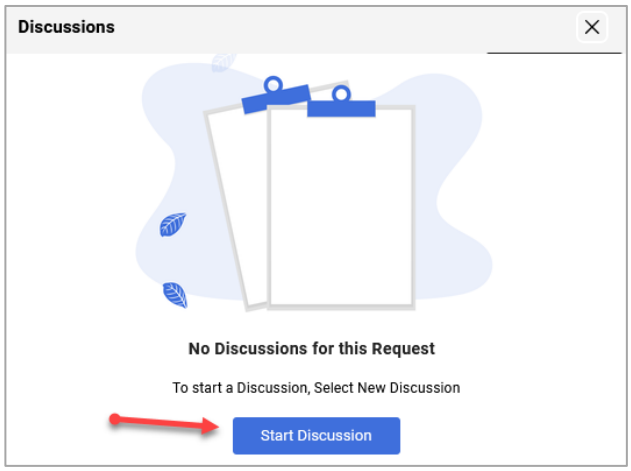


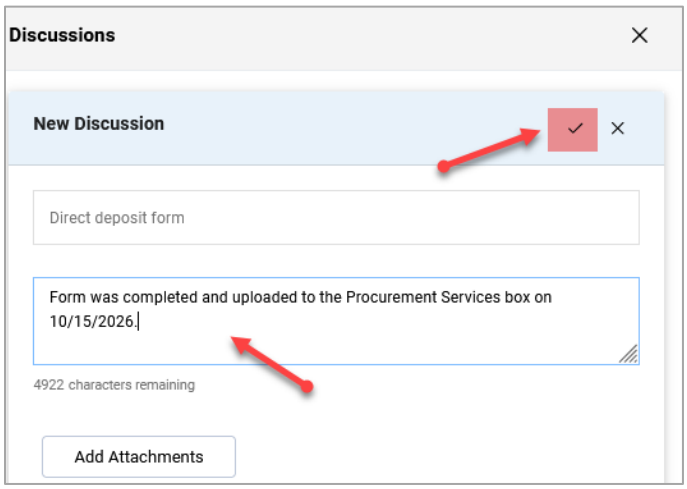
15) Optionally, use the Discussion feature to add comments for Supplier Management. Click the chat icon.



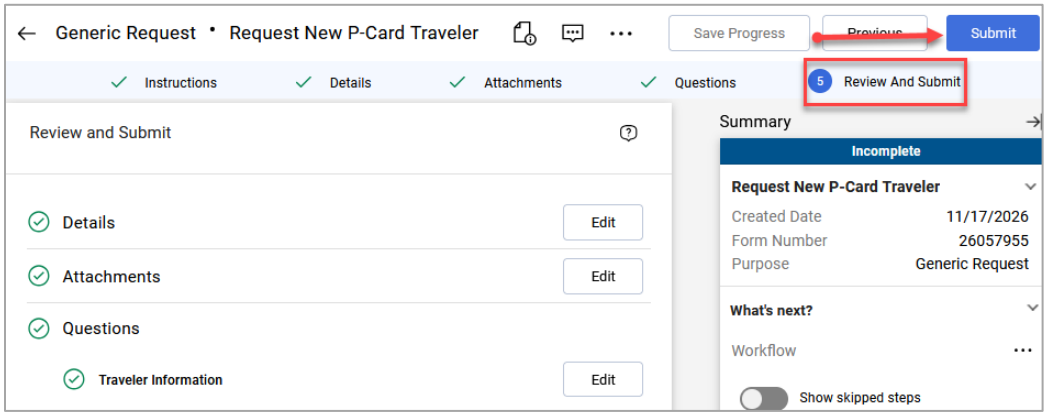
- Click **Start Discussion**.
- Enter subject and comments in the text box.
- Click the check icon when finished.

Note: Supplier Management communicates with the requestor via **Discussions** section. Please read the comments posted. Make sure your TechMart notifications are turned on.

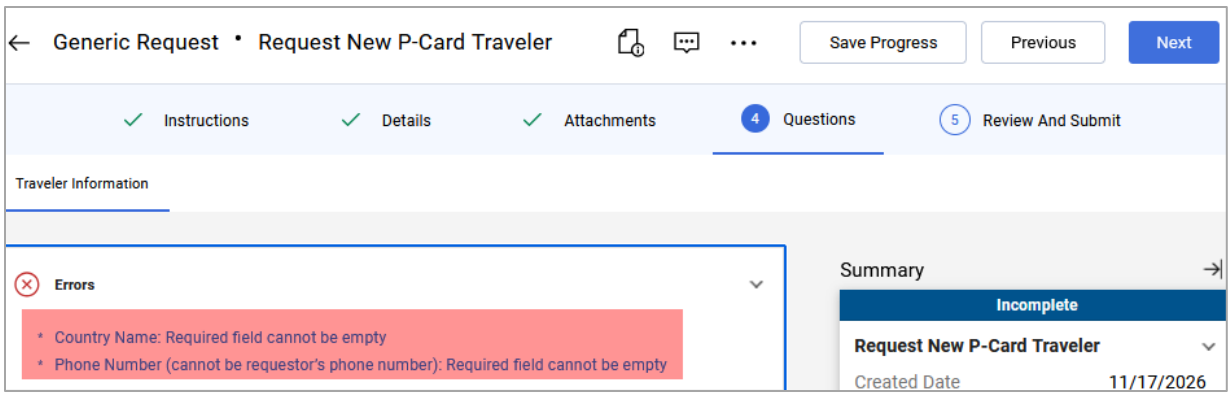




16) Click **Submit.**

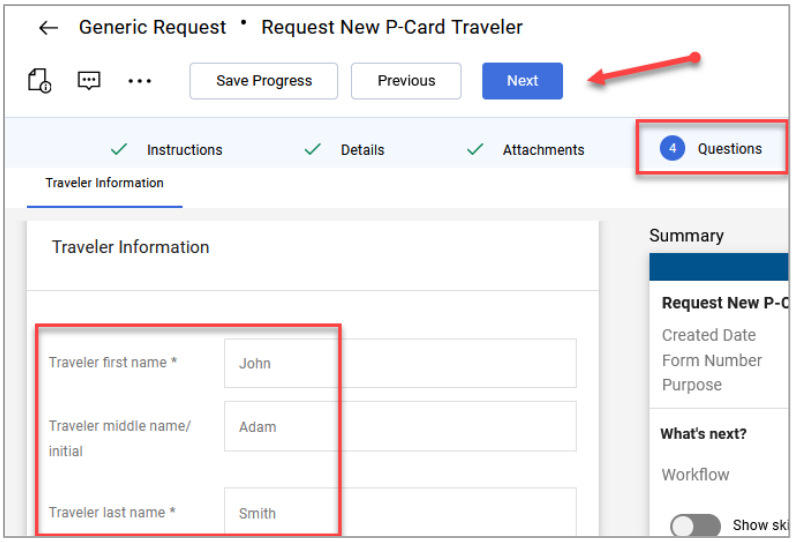


- If there are errors or missing data, return to **Questions** section to edit request.



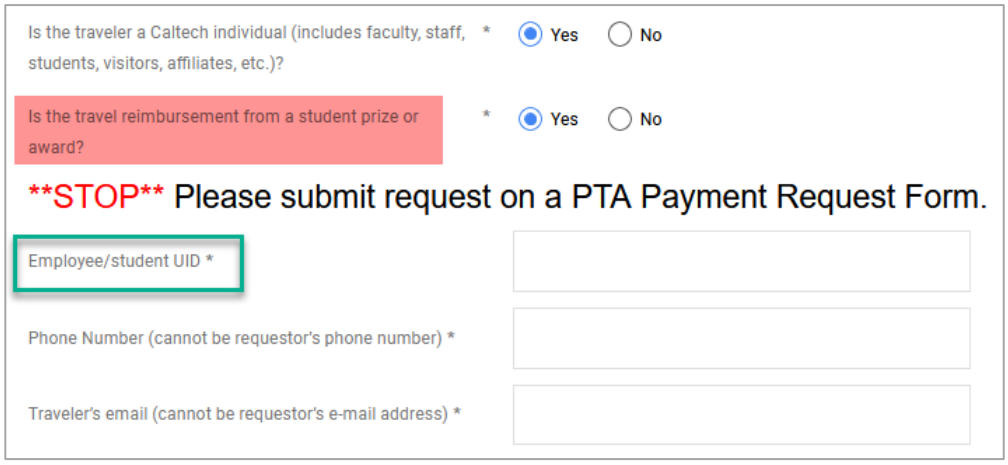
B. Caltech Individual

1) Refer to previous steps in **Section 2A.**
2) Enter first, middle (if available), and last names.



3) If the traveler is a Caltech person, there are different prompts.
   - UID is required.
   - Address fields are not active. Mailing address is linked to the preferred address on the individual's access.caltech account.
   - This form is not intended for prizes and awards. Travel prizes are taxable income and must be submitted via TechMart on a PTA Payment Request Form.

4) Enter payee's personal phone number and email.



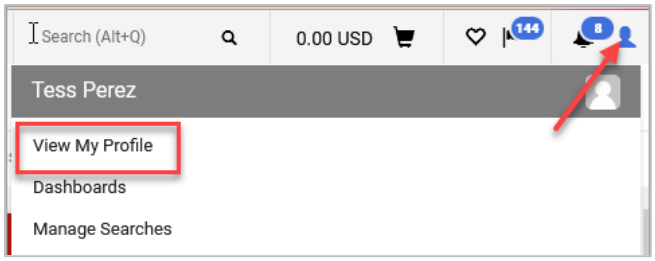
5) Complete the remaining fields. Refer to steps in **Section 2A.**

3. TechMart Notification

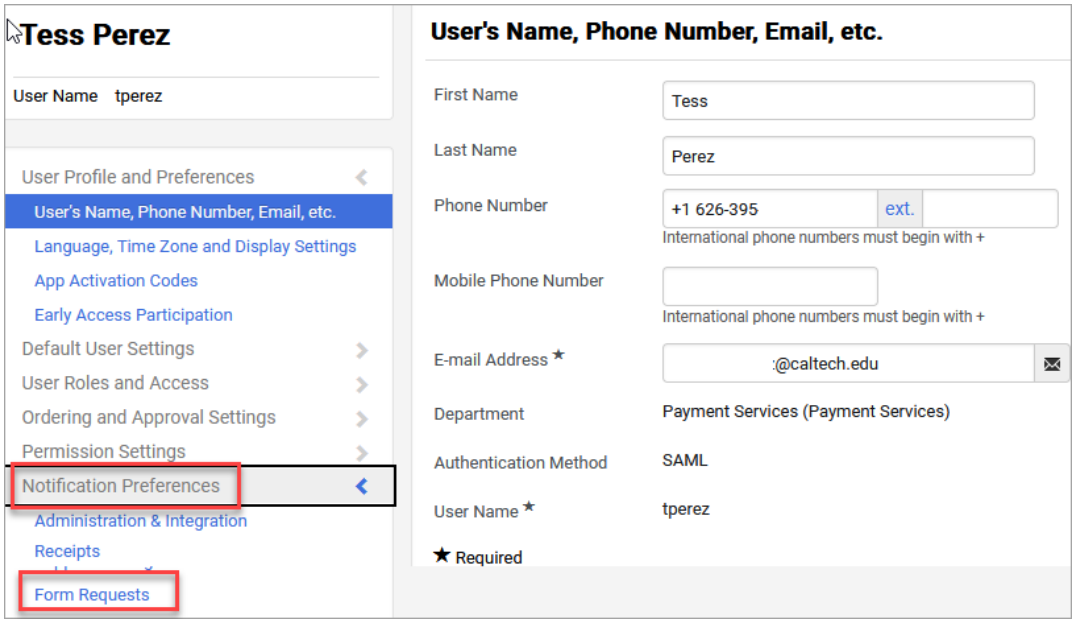
Supplier Management generally completes traveler requests within 5-7 business days but may take longer if forms are pending or request is incomplete.

TechMart provides a notification within the system. However, users must activate these features.

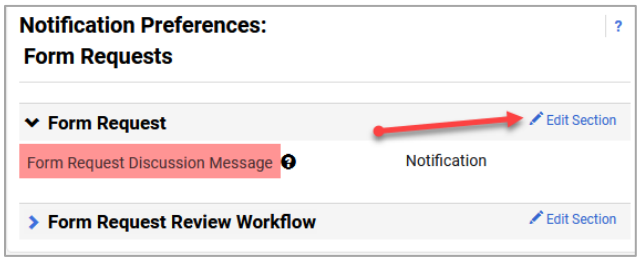
- Go to your TechMart profile by clicking the person icon.



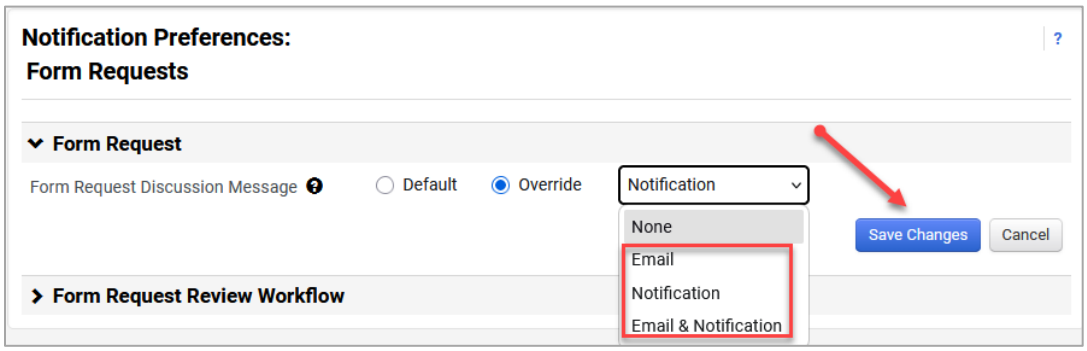
- Go to **Notification Preferences > Form Requests**.



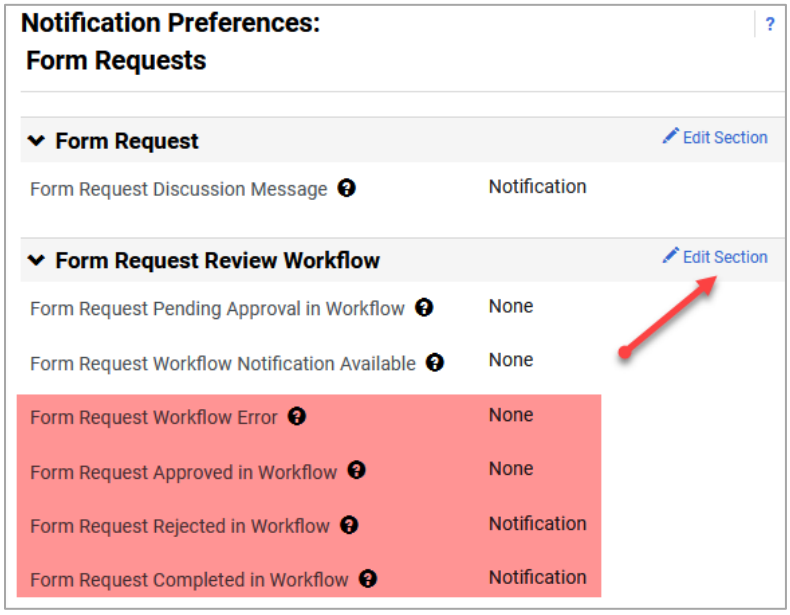
- Go to **Form Request Discussion Message**. Click **Edit Section.**



- Select your preferred notification: Email, Notification (alert within TechMart), or both. Click **Save Changes.**
    - The **Discussion** section is used for communication and status updates regarding the request.



- Repeat previous steps to set up notification preferences for **Form Request Review Workflow.** Select some or all workflow status.



End of Process

Contact Information

Payment Services Unit	Email
Supplier Management	SupplierMgmtStaff@caltech.edu
Travel Services	TravelServices@caltech.edu
Specialty Team	SpecialtyTeam@caltech.edu