Caltech

Procurement Services

To:	CardQuest - Travel User
From:	Supplier Management
Date:	December 20, 2022
Re:	New Traveler Request Form

Supplier Management is phasing out the Caltech Help system for submitting requests to add and update traveler records. A new form has been created in TechMart, Request New P-Card-Traveler Form, which is similar to the existing version on Caltech Help.

Effective 1/2/2023, the New Traveler (P-Card) Request Form will be available in TechMart and can be found under the Shopping Dashboard. Please begin using the new form in January 2023 to allow time for questions and an adjustment period. Caltech Help for traveler requests will be discontinued by the end of February 2023.

If you have any questions about completing or accessing the New Traveler Request Form, please contact Supplier Management at SupplierMgmtStaff@caltech.edu.

Thank you,
Supplier Management Team