Brandeis University Petty Cash Request

Petty cash is for reimbursement of small expenses (under $100 per day) incurred by Brandeis University employees or students. Consult Business Expense Policy for allowable expenses. Expenses involving overnight travel will be reimbursed by check, not petty cash. Please use 'Business Expense and/or Travel Report' form to claim reimbursement for overnight travel and submit to Accounts Payable. Please attach original receipts for expenses greater than $25.

Cashier's office is located at 60 Turner Street and is open on M-W-F from 9-12 and T-TH from 1-5

Today's Date____________ Pre pared By ____________________________ Ext. ______

Please reimburse (person's name) ____________________________ Ext. ______

Department Name and mailstop ____________________________ MS. ______

Individual is a □ Faculty member □ Staff person □ Graduate student □ Undergrad Student

Expense is for □ Meal or food items □ Travel □ Office supplies □ other

Details of expense** __________________________________________________________________________

For local travel in personal car: Origin city__________ Destination city__________

Miles__________ x Rate per Mile__________ = $_________

<table>
<thead>
<tr>
<th>Spend Category</th>
<th>Cost Center</th>
<th>Grant</th>
<th>Gift</th>
<th>Discretionary</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: __________________________

Useful Workday Spend Categories:
- Classroom and Academic Supplies
- Mail and Shipping
- Club and Event Supplies
- Meals
- Domestic Travel
- Office Supplies
- Foreign Travel

Approvals:

Signature of person that incurred the expense: ____________________________ Date __________

Supervisor/ Budget Manager/PI*: ____________________________ Date: _________________

Pick Up*:
Print name of person picking up the cash: __________________________________

Signature of person picking up the cash: ____________________________ Date: _____________

*Person picking up cash cannot be the supervisor approval**

** Details of expense: For meals: document the purpose of the meeting/meal and include a list of attendees (or a number if more than 10). Office supplies and other: list the items purchased.