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Petty cash reimbursement form template

**Idaho State University**  
**Petty Cash Advance / Reimbursement Form**

Petty Cash Advance	
Department Name: _____	Date: _____
Invoice #: _____	
Employee Receiving Cash: _____	
(1) Amount Advanced: _____	
Description of Intended Purchase:	
_____	
_____	
Signature of Employee Receiving Advance: _____	Fund Custodian Signature: _____

Petty Cash Reimbursement			
Index #	Account Code	Description of Purchase	Amount
(2) Total Purchases			\$0.00
(3) Amount Advanced (From line (1) above)			\$0.00
Settlement Amount (Line (2) minus line (3))			\$0.00
Positive Difference Reimbursed to Employee.			\$0.00
Negative Difference Returned to Fund.			\$0.00
Employee Signature: _____		Date: _____	
Fund Custodian Signature: _____		Date: _____	

Print

**ER1 EXPENSE REIMBURSEMENT FORM**

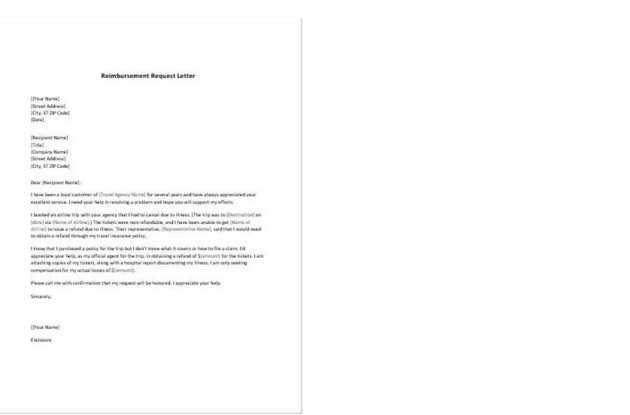
The **ER1 Form** is to be used by employees and students claiming reimbursement from UNSW for business-related expenses. Receipts, tax invoices and other relevant documentation must be attached to this form.

Use the **MV2 Private Vehicle Mileage Form** if claiming motor vehicle expenses on a privately owned vehicle used for UNSW business purposes ( [MV2 Form](#) ).

Name		Claim Description
Employee ID/Student ID		
School/Dept/Unit Name		

Please group similar expenses, ie, taxis, accommodation, meals etc.

Item Description	Why was the purchase made?	Foreign Currency Amt.	AUD Amt (incl GST)
<i>Transport – airfares, taxis, bus fares etc.</i>			
<i>Accommodation</i>			
<i>Meals/Entertainment – food &amp; drink, catering etc. Indicate No. of Employees, Students, Family, Other.</i>			
<i>Other</i>			
<b>TOTAL</b>			



**Petty Cash Voucher**

A new petty cash voucher should be completed by the petty cash holder on each occasion that money is taken from the petty cash fund. Each form should be consecutively numbered.

When money is allocated from the petty cash fund fields marked \* should be completed by the petty cash holder. This voucher should also be signed by the recipient acknowledging they have received the money.

When receipts, and any unused petty cash, are returned the remainder of the form should be completed. Details of the signature against the petty cash voucher number should then be recorded in the Petty Cash List of Transactions.

This completed form should be saved for 2803.2803 and it should be kept with your Petty Cash Book Transactions.

Department: \_\_\_\_\_  
 Voucher number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Authorised by (petty cash holder): \_\_\_\_\_  
 Received by: \_\_\_\_\_

Paid for	Petty cash given	Petty cash retained	Total expenditure
E.g. Stamp	£2.50	£1.00	£1.50



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