



PETTY CASH REIMBURSEMENT (2024)

Requires Original Supporting Documentation, Receipts, Travel & Entertainment Event Substantiated. Expenses must be dated within 120 days.

Pepperdine ID Card Required Student Maximum Amount \$300.00 Employee Maximum Amount \$100.00

Payee Information: Name (Last, First, MI) _____ CWID# _____	
Department Name _____	Prepared By _____ Phone # _____ Date _____

Details required for Substantiation of Travel and Entertainment (T&E) or Event expense:

Mileage Rate 67¢	Start City	Destination	Total Miles Traveled	Daily Commute (minus)	Reimbursable Mileage	Reimbursable Amount
Roundtrip <input type="checkbox"/> One-way <input type="checkbox"/>						
DATE of Event or Travel: _____			WHAT: _____			
WHERE Event or Travel Location: _____						
PERSON(S) IN ATTENDANCE: _____						
BUSINESS PURPOSE (Why): _____						

Description	Bus Unit	Fund	Dept	Account	Class	Program	Product	Project	Oper Unit	Amount
Total										

As Payee, I hereby certify the expenses reported are, to my knowledge, true and correct and incurred by me in the performance of University business.

I, the Payee, authorize _____ to pick-up my petty cash in my absence _____
Name of designated person to receive cash *Payee authorized (Signature)*

_____ <i>Cash Received By (Signature)</i>				Cashier's Office Use	
				INITIALS	DATE
_____ <i>Approver (Signature) is an Authorized Approver in your department or MABM</i>				RECEIPT #	
_____ <i>Print Name</i>	_____ <i>Ext.</i>	_____ <i>Date</i>			
_____ <i>Print Name</i>	_____ <i>Ext.</i>	_____ <i>Date</i>			