



PEPPERDINE  
UNIVERSITY

## PETTY CASH REIMBURSEMENT (2025)

**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 70¢	Start City	Destination	Total Miles Traveled	Daily Commute (minus)	Reimbursable Mileage	Reimbursable Amount
Roundtrip <input type="checkbox"/> One-way <input type="checkbox"/>						
<b>DATE</b> of Event or Travel:		<b>WHAT:</b>				
<b>WHERE</b> Event or Travel Location:						
<b>PERSON(S) IN ATTENDANCE:</b>						
<b>BUSINESS PURPOSE (Why):</b>						

**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)*

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