

# PEPPERDINE UNIVERSITY

## PETTY CASH REIMBURSEMENT (2022 July - December)

**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**

<b>Payee Information:</b> 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 62.5¢	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: _____						
PERSON(S) IN ATTENDANCE: _____						
BUSINESS PURPOSE (Why): _____						

Description	Bus Unit	Fund	Dept	Account	Class	Program	Product	Project	Oper Unit	Amount
<b>Total</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)*

				<b>Cashier's Office Use</b>	
				<b>INITIALS</b>	<b>DATE</b>
Cash Received By (Signature)	Print Name	Ext.	Date	<b>RECEIPT #</b>	
Approver (Signature)	Print Name	Ext.	Date		