CLAIM FOR PETTY CASH

(Petty Cash claims for travel & subsistence - please use University Travel Claim form)

Cashier's Office Ref No.

NOTES - please read before continuing

- Claimant should read the notes overleaf
- Receipts must be attached
- Maximum claim £25
- Complete coding at bottom of form before claiming
- Claimant should take the completed form to the Cashier's Office for reimbursement

* Must have Person ID Found on Person Finder

CLAIMENT'S DETAILS (USE CAPITALS):
NAME: .....
DEPARTMENT:.....

DETAILS: *(Full description of goods/services)*	**REASON FOR EXPENDITURE:** *(This must be completed, and expenditure should have been necessarily incurred in the course of University business)*	AMOUNT £	p
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
	Total:		

DECLARATION AND SIGNATURE OF CLAIMANT:
The above expenses have been incurred in the course of University business. No other claim in respect of any of the above is being made against the University or any other agency, by either myself or any other person. I have read the notes relevent to claims for petty cash expenses in connection with University business and this claim is in accordance with these notes.

Signed:..... Date:.....

AUTHORISED (see attached notes)
Departmental Authorisation

Signed:..... Date:.....

Finance Office Authorisation (Payments Section)

Signed:..... Date:.....

OFFICIAL CASHIER STAMP & INITIALS	Cash Received by: Signature:..... Date:.....

Co.	Account	Project Code	Product Code	Tax Code	Nett Amount	Description for Internal Reports