



Guidelines for Completing a Petty Cash Expense Report

Enter the following information into the Excel spreadsheet. All fields (except those that automatically calculate) are required.

Date: Enter date on the receipt.

Description/Business Purpose: Provide a brief description of the purchase(s) and business purpose. For travel related reimbursements also provide the location of travel.

Recipient's Name: Enter the name of the person receiving the reimbursement and **have the recipient sign the receipt or other appropriate documentation to confirm receipt of the cash.**

Chartfield: Enter the fund, account, department and program number being charged (where applicable).

Total Amount: Enter the total amount on the receipt/invoice.

HST: Enter the amount of HST paid as shown on the receipt.

Amount charged to account: Do not type in this field. The column is **calculated automatically.**

Rounding Difference: Automatically rounds the expense to the nearest \$0.05. The net rounding gets charges to account 750000.

Imprest Holder's Name: Enter the name and contact information of the Imprest Holder. The Imprest Holder must sign the form.

Approving Officer: Must be a signing authority on record in the Financial Accounting System (FAS).

Travel Expenses Signature: If the reimbursement is for Travel or Business Entertainment, the signature of an individual at least one administrative level above the claimant is required.

Upon completion forward the Petty Cash Expense Report, supporting documentation and cheque requisition to:

Respective Research Finance Office for charges to research accounts or Accounts Payable for all non-research related charges.

PETTY CASH EXPENSE REPORT

Date (MMDDYY)	Description/Business Purpose	Recipient's Name	Recipient's Signature	Fund # (2)	Account # (6)	Department # (5)	Program # (5)	Total Amount Paid	GHST*	HST	Amount Charged to Account	Cash given to employee	Rounding difference
1/16/2013	Printer cartridge for office	J. Cumberbatch		--20	-12-3456			345.67		37.77	317.81	345.65	(0.02)
											0.00	0.00	-
											0.00	0.00	-
											0.00	0.00	-
											0.00	0.00	-
											0.00	0.00	-
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											0.00	0.00	-
											0.00	0.00	-
											0.00	0.00	-
											0.00	0.00	-
Totals								345.67	0.00	37.77	317.81	345.65	(0.02)

Net rounding difference (0.02) - (to be charged to account 7000000)
Total amount to be replenished 345.65

* GST/HST Rebate 67% (MAC01 20 240210)	0.00
HST Rebate - 73.77% MAC01 20 240200)	27.86

Signature of Imprest Holder **Printed Name** **E-Mail**

Phone

Signature of Authorized Approving Officer **Printed Name** **E-Mail**

Phone

For Chartfield Look up:
 Main Menu > Finance > Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Configure > Chartfield Mappings (Legacy)
 or Main Menu > Finance > General Ledger > GL Work Center