



## **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.

