Jan 2007

	Geelong Level 3 Building jb	**Melbourne** Level 2, Room 2.016 Building HE	**Warrnambool** Level 3, Room 342 Building B	**Waterfront** Level 2, Room D2.206

PETTY CASH FLOAT REIMBURSEMENT

- The University does not give cash advances
- The amounts below should in all circumstances be for the reimbursement of staff and students for minor and incidental costs

Department: _____ **Receipt No:** _____

No.	Date	Claimant	Expense Detail	Amount (exc GST)	GST	Total
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

ACCOUNT CODES TO BE DEBITED

BC	Activity	Account	FS	Entity		Amount
						:
						:
						:
						:
						:
						:
						:
						:
						:
						:
						:
						:
8001	80011	2815	71	01	GST	:

Total Claim						:		

Note:
1. Minor purchases must not be split by using multiple payments to keep the reimbursement below $250.
2. Claims involving entertainment must include an entertainment expense claim form.
3. Account code must be completed correctly before payments will be made.

Authorised by: _____ **Issued by:** _____

Received by: _____ **Date:** _____/_____/_____