



**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

Apr 2007

# PETTY CASH VOUCHER

For claims up to \$250

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Receipt No: \_\_\_\_\_

Name of Claimant: \_\_\_\_\_

Fac/Div: \_\_\_\_\_

Staff

Student

Visiting Academic (419 Visa)

## Details of Expenditure

(Claims must be supported by receipts & assessed for FBT)

### ACCOUNT CODE/S TO BE DEBITED

Budget Centre	Activity	Account	FS	Entity	Amount
					: : : : : : :
					: : : : : : :
					: : : : : : :
8 0 0 1	8 0 0 1 1	2 8 1 5	7 1	0 1 GST	: : : : : : :

- Notes:** 1. Purchases must not be split on different petty cash vouchers for the purpose of keeping the reimbursement below the \$250 limit.  
2. Account code must be complete and correct before payment will be made.

**Total Claim:** \_\_\_\_\_

Authorised & Assessed for FBT by: \_\_\_\_\_ Authoriser Username: \_\_\_\_\_

Signature of Claimant: \_\_\_\_\_ Issued by: \_\_\_\_\_  
(certified as business expenses) **Staff/Student ID card to be shown**



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