



**Form 2815 FR.01
Petty Cash Voucher**

Revised 12/08/2025

Purchases that exceed \$300 are not eligible for Petty Cash Replenishment.

Initiator Name: _____ Phone: _____ Department: _____ Email: _____

Preparation Date: _____ Travel Date To: _____ Travel Date From: _____ Business purpose of expense: _____

This form requires a Transaction Control Number (TCN) [TCN](#) PCV#: _____ (enter TCN here) TR# (if related to travel): _____

Yale Employee or Student? Yes No US Citizen or Permanent Resident? Yes No
(If no, must be Yale Employee to receive Petty Cash)

Date	Description								Amount	Authorizations	
										Initiated by (signature):	
										Approver's Name:	
										Approver's Department:	
										Approver's Phone #:	
										Approved by (signature):	
										Received by (print name):	
										Received by (signature):	
									Subtotal:		
Breakfast	# of Meals	Total	Lunch	# of Meals	Total	Dinner	# of Meals	Total	Per Diem Total:	Treasury Services Only – ID validation (by cashier):	
Vehicle Mileage:								Mileage Amount (@ .56 per mile):			
								Total Amount:			

Distribution Code										
Grant	Project	Gift	Yale Designated	Cost Center	Program	Spend / Revenue Category	Ledger Account	Location	Assignee	Amount
									Total amount reimbursed: (Total amount reimbursed must equal the total amount)	

Cashier funds are available for expense reimbursements that total \$300 or less, including travel expenses, mileage, business meals, or the purchase of low-cost goods that cannot efficiently be accomplished by other methods (refer to Policy section 2815.2).
The requestor certifies that these expenses were actual and reasonable and incurred for official business of Yale University, and that no portion of this claim was provided free of charge, previously reimbursed from any source, or will be paid from any other source in the future. Should any portion of this reimbursement be found non-compliant with Yale University policy, he or she will reimburse the University within thirty (30) days of being notified.

Questions? Contact agnes.siniscalchi@yale.edu : Print two (2) copies – one for Treasury Services and one for your records.