Yale

Form 2815 FR.01

Petty Cash Voucher

Revised 5/15/2017

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** **PCR#:** _____ (enter TCN here) **TR#** (if related to travel): _____

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

Date	Description	Amount	Authorizations	
			Initiated by (signature):	
			Approver's Name:	
			Approver's Department:	
			Approver's Phone #:	
			Approved by (signature):	
			Received by (print name):	
		Subtotal:	**Received by (signature):**	

Breakfast	# of Meals	Total	Lunch	# of Meals	Total	Dinner	# of Meals	Total			**Treasury Services Only – ID validation (by cashier):**
									Per Diem Total:		
Vehicle Mileage:									**Mileage Amount (@ .56 per mile):**		
									Total Amount:		

Distribution Code										
Yale Designated	Grant	Gift	Cost Center	Program	Project	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.**