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.

Revised: December 16, 2013
## PETTY CASH EXPENSE REPORT

<table>
<thead>
<tr>
<th>Date (MMDDYY)</th>
<th>Description/Business Purpose</th>
<th>Recipient's Name</th>
<th>Fund # (2)</th>
<th>Account # (6)</th>
<th>Department # (5)</th>
<th>Program # (5)</th>
<th>Total Amount Paid</th>
<th>GHST*</th>
<th>HST</th>
<th>Amount Charged to Account</th>
<th>Cash given to employee</th>
<th>Rounding difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/16/2013</td>
<td>Printer cartridge for office</td>
<td>J. Cumberbatch</td>
<td>~20</td>
<td>-12-3456</td>
<td></td>
<td></td>
<td>345.67</td>
<td>37.77</td>
<td>317.81</td>
<td>345.65</td>
<td>-</td>
<td>(0.02)</td>
</tr>
</tbody>
</table>

Net rounding difference (0.02) - (to be charged to account 700000)

Total amount to be replenished 345.65

* GST/HST Rebate 67% (MAC01 20 240210) 0.00
HST Rebate - 73.77% MAC01 20 240200) 27.86

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For Chartfield Look up:
Main Menu > Finance > Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Configure > Chartfield Mappings (Legacy)
or Main Menu > Finance > General Ledger > GL Work Center

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