



How to get reimbursed in cash for out-of-pocket expenses \$50 or less.

Employee reimbursements, including mileage, should be made through the Accounts Payable Department using the Expense Report form (see [Expense Reports](#)). However, in instances where immediate reimbursement is necessary, the Business Office Petty Cash fund may be utilized under the following guidelines:

- Reimbursement of College related purchases, which do not exceed \$50 and involve no more than two receipts, can be obtained from the Cashier during office hours. Requests must be on a [Petty Cash Request](#) form with receipt(s) attached, and contain a valid expense code with an authorized signature approval.
- Petty cash must be picked up by the person to whom the reimbursement is owed. Funds will not be issued to another individual on their behalf.
- If there is no alternative for an urgent, same day purchase: Cash may be advanced to an employee on the condition the receipts and unused funds are returned the same day. This will require a completed petty cash slip approved by an authorized signer.
- Petty cash requests not meeting all of the above requirements will be returned and may be resubmitted once they have been properly completed.

Notes:

Petty Cash may NOT be used for the payment of services performed for the College. See [Payment for Services](#) or [Procedures for Payment of Stipends](#). Also, Petty Cash may not be used for mileage or per diem reimbursement.