Petty Cash Guidelines

Please utilize these guidelines as a constant reference for all Petty Cash transactions. Please contact Marisa Rambaran with any questions or concerns at marisara@upenn.edu or (215) 898-6841.

- All reimbursement requests must be communicated to me beforehand. (Note: Reimbursements for students and non-employees must be accompanied by an approval email from the student’s direct report/staff member.)
- Petty Cash should generally be a “last resort” reimbursement option for staff members. All departments that have ProCards and/or BEN access should utilize those methods before an individual considers spending their own money. Please be aware of who your ProCard holders and “BEN Requisitioners” are.
- Please have your Voucher and C1-A forms filled out (typed) properly beforehand. If forms are not filled out correctly, I will ask that you return with new forms.
- All reimbursements must include an original itemized receipt and should come in as soon as possible after the date of purchase.
- The “Date” on the voucher form should be the date of the reimbursement (the date of purchase is already on the receipt).
- Please leave the “No.” field blank. Please also leave signature lines blank until the request is brought in to me.
- In the “For” section, please note the person who incurred the expense as well as the purpose for the purchase.
- For reimbursements during events/conferences, please include the agenda, itinerary or email pertaining to the event. A printout of your calendar is also acceptable.
- Reimbursements cannot exceed $50 per voucher AND per visit.
- For non-food items, do not include tax in the reimbursement amount.
- Reimbursements can be combined on a voucher form IFF they can be charged to the same account string (including object code) AND are for the same person.