



PETTY CASH REIMBURSEMENT CLAIM FOR EXPENSES FORM
REFERENCE POLICY MANUAL – PART 2 – TRAVEL AUTHORIZATION & REIMBURSEMENT
 (\$20.00 or less only)

**THIS IS SIDE "B"
 FILL OUT
 SIDE "A" FIRST**

**RECEIPTS MUST
 BE ATTACHED**

EMPLOYEE (Please print)

TITLE _____ DEPARTMENT _____

DATE	BARS#						PROJECT	ACTIVITY	NATURE OF BUSINESS	AMOUNT
TOTAL EXPENSE REIMBURSEMENT REQUEST										
PAID OUT BY (Initials)										

Note: All expenses shall be countersigned by a supervisor
 I hereby certify, under penalty of perjury, that this is a true, accurate, and a correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

REQUESTOR: _____

I hereby certify, under penalty of perjury, that the expenses presented have been certified to be as a just due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify the said claim.

APPROVAL: _____



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**THIS IS SIDE “A”
 FILL OUT
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EMPLOYEE (Please print)

TITLE _____ DEPARTMENT _____

You must do the following self-test to assure that you understand the ramifications and eligibility of this reimbursement, which if it is applicable, includes the IRS qualifications for a taxable or non-taxable benefit.

Questions to be answered in order	Yes	No
1. Is this request for reimbursement for a meal you consumed? – if “no” turn to side “B” and complete your request for reimbursement.		
2. Were you in “travel status”(i.e., overnight stay, reference Policy 1.04 (4)) while consuming this meal? - if “yes” turn to side “B” and complete your request for reimbursement.		
3. Was this a regularly (either monthly, bi-monthly, quarterly, etc) scheduled meeting that during the meeting you consumed a meal? – if so this meal is NOT eligible for reimbursement		
4. Was the meal you consumed out of Thurston County? - and if so where?		
5. Did your supervisor ask you to attend in his/her place this meeting where you consumed the meal the same day as the meeting?		
6. Did you attend a “not” regularly scheduled or a “special” business meeting that you consumed the meal, and further, were informed of the meeting the same day?		
7. If none of the above applies please explain your reasons for reimbursement of the meal consumed.		