Petty Cash Reimbursement Request form for all Iconic approved persons

To streamline the large volume of petty cash and receipt payment transactions for work related expenses, paid initially by Iconic crew/cast/workers/contractors/volunteers using their own money, we have implemented a policy page that now requires all approved persons to complete a petty cash form to receive reimbursement. This form is created for the reimbursement of payments all approved Iconic persons has made using their own money for work related expenses while working with or for services to Iconic Productions / Iconic Performances Pty Limited.

Please note that requests for reimbursement of petty cash for paid transactions must be approved by the Team Supervisor or Manager within the company before reimbursement is paid.

The Petty Cash request form is for all approved Iconic persons who are part of Iconic Productions and/or Iconic Performances Pty Limited who have require money to purchase or create a cash transaction for an item or service for or while working with the company. The Petty Cash Reimbursement will only be approved if it is an approved transaction from your Team Supervisor or a member of management.

IMPORTANT NOTICE:

1. The Petty Cash Reimbursement Request Form is a legal document and should be completed by each individual cast/crew member.
2. DO NOT ASK or DO NOT complete this document for another person.
3. Complete 1 Reimbursement Request form per receipt / tax invoice.

To use the Petty Cash Reimbursement Request Form,

1. Open a new web browser page. DO NOT DO IT THROUGH SLACK.
2. Click on this link **Petty Cash Form**.
3. Complete all the required fields.
4. Sign and date the request.

Once approved, the accounts department at your head office will process the reimbursement within the correct payment cycle. Refer to the Payment Cycle by clicking on this link: Payment Cycle for all Iconic approved persons if you are unsure.

It takes approximately 2 weeks within the correct payment cycle to be reimbursed, as checks between departments need to be verified before payment is approved.

Attached files:

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URL: https://staff.iconic.productions/KB/content/0/296/en/petty-cash-reimbursement-request-form-for-all-iconic-approved-persons.html