

## Petty Cash Reimbursement Request form for Staff

To streamline the huge amounts of petty cash and receipt payment transactions that staff request for work related expenses, paid initially by staff using their own money, we have implemented a policy page that now requires all staff to complete to receive the reimbursement. This form created is for the reimbursements of payments staff have made using their own money for work related expenses while working with Iconic Productions / Iconic Performances Pty Limited.

**Please note that the request for reimbursement of petty cash for transactions paid, must be approved by Team Supervisor or Manager within the company before reimbursement will be paid.**

The Petty Cash request form is for staff of Iconic Productions and/or Iconic Performances Pty Limited who have used their own money to purchase or create a cash transaction for an item or service 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.

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### **To use the Petty Cash Reimbursement Request Form,**

1. Open up a new internet / web browser page. DO NOT DO IT THROUGH SLACK.
2. Click on this link <https://www.iconicperformances.com.au/policy.php?id=27>
3. Complete all the required fields.
4. Sign and date the request.

When approved, the accounts department of your head office, will process the reimbursement in the correct payment cycle. Refer to the Staff Employment Payment Payroll Cycle by clicking on this link [Payment Cycle for Staff / Employees](#) if you are unsure.

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

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