

Expense reimbursement form and petty cash log

A one page form for paying volunteers back, and a petty cash log that keeps a running balance and flags when the count does not match.

The rules that keep it clean

- Every claim has a receipt, or a written note saying why there is none.
- Nobody approves their own claim. The treasurer's claims go to the president or another officer.
- Claims come in within [60] days of the spending. Set the number your board agrees.
- Pay by check or bank transfer, never from the cash box, unless the amount is under your petty cash limit.
- Count the petty cash box when the log says it should be topped up, and at least every month.

Expense reimbursement form

Name _____ Email or phone _____

Event or project this was for _____

How you would like to be paid (check, bank transfer) _____

Date	What was bought	From where	Amount	Receipt attached

Total claimed _____

Signed by the person claiming, and date _____

Approved by (not the claimant), and date _____

Petty cash log

The Excel log keeps a running balance. Type each amount in or out; the balance works itself out. When you count the box, type the count and the sheet shows any difference in red.

Date	What for	Paid to or received from	In	Out	Balance	Receipt no.	Initials



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