

The Brinson Foundation
Guidelines for Petty Cash Reimbursement

The purpose of the Petty Cash Fund is to provide reimbursement for small dollar expenditures incurred in the normal course of business. The following guidelines should be used to determine whether you should be reimbursed from Petty Cash or through submission of an Expense Report.

- 1) Receipts for items purchased for normal operations of the Foundation (e.g. postage, cab and Uber/Lyft fares, etc.) should be submitted to the Grants Manager for reimbursement from Petty Cash within three business days of incurring the expenditure.
- 2) Accumulated receipts for a series of related events (e.g., a business trip or an event in or out of the office) including several expenditures or expenses over \$20.00 should be submitted for reimbursement within five business days via an Expense Report.