

- 1. How and where do I keep the cash?**
- 2. On what can I spend petty cash?**
- 3. Claiming the reimbursement**
- 4. Where can I find the form?**
- 5. Filling in the form**
- 6. How**

The Receipts Office, Room G01, Whiteknights House

4.4 ~~W~~Where can I find the form?

10. How do I see petty cash expenditure items on my cost centre statements?

12. Summary of contact names