

Imperial College Union  
**Petty Cash Claim Procedure & Taxi Allowances**  
*A paper by the Deputy President (Finance & Services)*

**Background**

1. All staff members of the ICU can claim reimbursement for petty cash for various items bought; this includes claiming back taxis expenditure. The authorization process is not consistent, leading to claims being reimbursed without any scrutiny on a union wide level.
2. At present the **Union** petty cash vouchers are authorized by budget holders and the claim for reimbursement is authorized by DPFS.
3. **Shop** petty cash vouchers are authorized by their team and the reimbursement is authorized by DPFS.

**Issues to address**

1. **Bar SK** petty cash vouchers are authorized by team leaders and the reimbursement claim is authorized by the commercial services manager.
2. **Bar CX** petty cash vouchers are authorized by team leaders and reimbursement claim by the commercial services manager.
3. **Catering** petty cash vouchers are supported by supplier receipts and signed by Ofelia who is responsible for the cash; the reimbursement then authorized by commercial services manager.
4. There is currently no official procedure regarding the Taxi allowance for staff members traveling home
5. At present managers are able to authorize their own payments on credit cards held by them.

**Proposal**

- It is proposed that:
1. While individual petty cash claims (vouchers) will be passed by outlet managers, all petty cash reimbursements are to be authorized by the DPFS.
  2. Only staff members (including casual staff members) with shifts ending on or after 12AM are automatically entitled to a taxi allowance.
    - Note:
      - Casual staff members can claim a maximum of up to £10
      - For permanent staff members there is no limit, however the amount claimable is at the discretion of the DPFS within reason.
  3. All Union card holders must have their Union card payments authorized by the DPFS.