

PETTY CASH REQUEST FORM
(for Reimbursement) RETAIL

Date: March 16, 2023
Covered Date: March 09, 2023 - March 15, 2023

AUDIT DEPARTMENT/OPERATION DEPARTMENT
Meal Allowance

Date	Store Branch	Auditor's Name							Total
		Leo C.	Ian C.	Jomar M.	Danielle P.	James R.	Jemuel B.	Jan Mark H.	
3/9/23	BTB Market	-	-	100.00	100.00	-	-	-	200.00
3/9/23	DW SM Mall of Asia	100.00	-	-	-	100.00	100.00	-	300.00
3/10/23	BTB Piazza	-	-	-	-	100.00	100.00	-	200.00
3/10/23	DW SM Grand Central	100.00	-	-	-	-	-	-	100.00
3/10/23	BTB Ermita	-	100.00	100.00	100.00	-	-	-	300.00
3/13/23	BTB Mitsukoshi	-	100.00	-	-	-	-	100.00	200.00
3/13/23	BTB Galleria	-	-	100.00	100.00	-	-	-	200.00
3/14/23	DW Eastwood	-	-	100.00	100.00	-	-	-	200.00
3/14/23	DW Conrad	-	100.00	-	-	-	-	-	100.00
Total Amount		200.00	300.00	400.00	400.00	200.00	200.00	100.00	1,800.00

Travel Expenses

Date	Store Branch	Auditor's Name							Total
		Leo C.	Ian C.	Jomar M.	Danielle P.	James R.	Jemuel B.	Jan Mark H.	
3/9/23	BTB Market	-	-	80.00	80.00	-	-	-	160.00
3/9/23	DW SM Mall of Asia	78.00	-	-	-	90.00	90.00	-	258.00
3/10/23	BTB Piazza	-	-	-	-	130.00	130.00	-	260.00
3/10/23	BTB Ermita	-	70.00	70.00	95.00	-	-	-	235.00
3/13/23	BTB Mitsukoshi	-	78.00	-	-	-	-	70.00	148.00
3/13/23	BTB Galleria	-	-	32.00	32.00	-	-	-	64.00
3/14/23	DW Eastwood	-	-	96.00	92.00	-	-	-	188.00
3/14/23	DW Conrad	-	90.00	-	-	-	-	-	90.00
Total Amount		78.00	238.00	278.00	299.00	220.00	220.00	70.00	1,403.00

Total Amount for Reimbursement: 3,203.00

Prepared By:

RAFAEL SEGUE

Audit

Received By:

Accounting Department