



Date: January 3, 2012

To: All IIT Employees

From: Brian Laffey, CPA
Associate Vice President of Finance
And Controller

Re: Elimination of Petty Cash reimbursements

To Whom It May Concern:

Effective January 17, 2012, the university will no longer reimburse for business expenses with petty cash. All reimbursements will be requested by submitting an Employee Travel and Expense Report to the Accounts Payable department. The Accounts Payable department offers direct deposit reimbursements and check reimbursements by mail.

For additional information on the Employee Travel and Expense Reimbursement process, please visit the Controller's Office website.

If you have any questions about the elimination of petty cash reimbursements, please contact Adrienne Wassell at acatramb@iit.edu or 312-567-7548