



Payment Services Department  
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# Expense Distribution

## Instructions:

When necessary, this form is to be used for additional expense distribution only. This form is valid to be used with both the Payment Request Form and Wire Transfer Form. Complete, print, and include this document to the original form as necessary. **This form is not valid as a stand alone request or for invoices to multiple suppliers.**

## Additional Expense Distribution (valid PTA or GL Account): Use additional pages as necessary

<i>Balance Forward (from previous pages):</i>		
<i>Invoice Date:</i>	<i>Invoice Number:</i>	<i>Amount:</i>
<i>Project / Task / Award / or GL#:</i>		<i>Expenditure Type (Required):</i>
<i>Invoice Date:</i>	<i>Invoice Number:</i>	<i>Amount:</i>
<i>Project / Task / Award / or GL#:</i>		<i>Expenditure Type (Required):</i>
<i>Invoice Date:</i>	<i>Invoice Number:</i>	<i>Amount:</i>
<i>Project / Task / Award / or GL#:</i>		<i>Expenditure Type (Required):</i>
<i>Invoice Date:</i>	<i>Invoice Number:</i>	<i>Amount:</i>
<i>Project / Task / Award / or GL#:</i>		<i>Expenditure Type (Required):</i>
<i>Invoice Date:</i>	<i>Invoice Number:</i>	<i>Amount:</i>
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<i>Invoice Date:</i>	<i>Invoice Number:</i>	<i>Amount:</i>
<i>Project / Task / Award / or GL#:</i>		<i>Expenditure Type (Required):</i>
<i>Invoice Date:</i>	<i>Invoice Number:</i>	<i>Amount:</i>
<i>Project / Task / Award / or GL#:</i>		<i>Expenditure Type (Required):</i>
<i>Invoice Date:</i>	<i>Invoice Number:</i>	<i>Amount:</i>
<i>Project / Task / Award / or GL#:</i>		<i>Expenditure Type (Required):</i>
<i>Total (this page):</i>		