

# PETTY CASH & TIPS EXPENSE REPORT

Incidentals and Gratuities Template

EMPLOYEE NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_  
PERIOD START: \_\_\_\_\_ PERIOD END: \_\_\_\_\_  
SUBMITTED DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

DATE	CATEGORY (CASH/TIP/INCID.)	DESCRIPTION / PURPOSE	RECIPIENT / PAYEE	AMOUNT (\$)

TOTAL PETTY CASH	
TOTAL TIPS & GRATUITIES	
TOTAL INCIDENTALS	
GRAND TOTAL	

EMPLOYEE SIGNATURE / DATE \_\_\_\_\_

APPROVER SIGNATURE / DATE \_\_\_\_\_