INCIDENTAL EXPENSES & GRATUITIES LEDGER

Record of minor business expenses, tips, porterage, and miscellaneous gratuities

Employee Name:
Department:
Period Start Date:
Period End Date:

DATE	CATEGORY	DESCRIPTION / BUSINESS PURPOSE	PAYEE / RECIPIENT	PAYMENT METHOD	AMOUNT

Total Incidentals	
Total Gratuities	
Grand Total	

EMPLOYEE SIGNATURE

DATE:

AUTHORIZED APPROVER SIGNATURE

DATE: