

DAILY INCIDENTALS & GRATUITIES STATEMENT

Expense Report Substantiation Template

EMPLOYEE NAME

DEPARTMENT

PURPOSE OF TRAVEL

REPORT DATE

DESTINATION

PROJECT / CLIENT

DATE	DESCRIPTION / BUSINESS PURPOSE	CATEGORY (E.G., PORTER, TIP, TOLL)	PAYMENT METHOD	AMOUNT
Total Incidentals & Gratuities				

NOTES / REMARKS

Employee Signature Date

Authorized Approver Signature Date