

GRATUITY & SMALL OUT-OF-POCKET EXPENSE LOG

Expense Template for Incidentals and Gratuities

EMPLOYEE NAME

DEPARTMENT

PERIOD ENDING

SUBMITTED DATE

DATE	DESCRIPTION / PURPOSE	CATEGORY	PAYMENT METHOD	AMOUNT
Total Reimbursement Claimed				

NOTES / EXPLANATIONS (FOR MISSING RECEIPTS OR SPECIFIC INCIDENTAL DETAILS)

EMPLOYEE SIGNATURE DATE

MANAGER APPROVAL DATE