

INCIDENTALS & GRATUITIES

Out-of-Pocket Expense Report

Employee Name

Department

Submission Date

Business Purpose

DATE	INCIDENTAL / TIP TYPE	BUSINESS PURPOSE / DETAIL	PAYMENT METHOD	AMOUNT
Total Amount				

Incidental Guidelines:

- Incidentals include small cash outlays such as baggage handling tips, hotel housekeeping gratuities, valet services, and minor cash expenses where receipts are typically unavailable.
- All claims must be reasonable and adhere to company guidelines regarding maximum daily allowances for unreceipted expenses.

Employee Signature Date

Authorized Approver Date

