INCIDENTALS & GRATUITIES EXPENSE TRACKER

Template for tracking small cash disbursements, tips, and minor incidental expenses

Employee Name:

Department / Project:

Period Start Date:

Period End Date:

DATE	CATEGORY (E.G., PORTER, TAXI, MAID)	DESCRIPTION / BUSINESS PURPOSE	PAYMENT METHOD	AMOUNT
			Total Expenses:	

EMPLOYEE SIGNATURE & DATE

MANAGER APPROVAL & DATE