



**Gratuities for (Country) from (start date) to (end date)**

**Faculty Director:**

Use this form to record any anticipated tips or other small expenses. Type up the item beforehand with date (if known) and amount (if known), print, and ask payee to sign on site.

Item and Date:

Printed Name: Signature: Date:

Position: Amount:

Item and Date:

Printed Name: Signature: Date:

Position: Amount:

Item and Date:

Printed Name: Signature: Date:

Position: Amount:

Item and Date:

Printed Name: Signature: Date:

Position: Amount:

Item and Date:

Printed Name: Signature: Date:

Position: Amount: