

E 1.1 TIP SUMMARY

- * Tips CANNOT be requested on PRE-APPROVAL.
- * Tips can ONLY be applied on EXPENSE form after services performed with receipt documentation.
- * Only claim if applicable and circumstances permitted.
- * Must be a written statement on receipt to which the service applies.
 - * Skycap (if available at airport) OR Airport Shuttle: \$2 - \$3 per large checked bag.
Written on airline checked bag fee receipt per airport. (0400-02)
 - * Taxi, Uber, Commercial Shuttle: 15% - 20% of fare.
Written on taxi/shuttle receipt. (0400-02)
 - * Hotel FREE Shuttle: \$2-\$3 per large, checked bag.
Written on hotel receipt. (0400-03)
 - * Hotel Bellhop: \$2 - \$3 per large checked bag upon arrival and/or departure ONLY.
Written on hotel receipt. (0400-03)
 - * Hotel Maid Service: \$2 - \$3 per night. Cannot claim arrival day/1st night.
Written on hotel receipt. (0400-03)
 - * Hotel Parking: 15% - 20% of services. \$2 - \$3 Garage/ Valet In/Out services.
Written on hotel receipt. (0400-03)
 - * Meals: 15-20% (excluding alcohol and tax & tip on alcohol).
Written on food payment receipt. (0400-03)

**Reimbursement Request of Above Items are at the Discretion of the Comptroller's
Office as Assessment can ONLY be Seen at the Time of Reimbursement.**