



A. GUIDELINES FOR GRATUITIES

Gratuities are allowable expenses and, as a general rule, should not exceed 15% of the total bill.

B. PROCEDURES FOR SUPPORTING DOCUMENTATION

Claims must be accompanied by original receipts and must be substantiated by sufficient detail that identifies the person or persons entertained, including names, college or organization affiliation, and purpose of the hospitality.

C. LINK TO RELATED POLICY

[O-4.3 Travel](#)