

TIPPING

Internal accounts funds may be used to provide tips for services when tips would be expected as a part of the customary payment. Tips may be provided to bus drivers, food delivery drivers, and wait staff or servers at restaurants. Tips should be reasonable and should not exceed the standard rates. Funds for tips may be collected as a part of the fees collected from students when field trip fees are assessed.

Documentation, such as signed invoices or statements, should be obtained to evidence payment.