

## Tipping Guidelines When Travelling on RIT Business

RIT will reimburse employees for reasonable tips paid to service providers while traveling on RIT business. Below is a quick guide for customary gratuities for various services (courtesy of the Emily Post Institute).

<b>Restaurants</b>	
Waiter/waitress	15% of bill before tax for adequate service; 20% for very good service; no less than 10% for slow service since it may not have been the fault of the server. For poor service, ask to see the restaurant manager.
Head waiter/captain	Often gets a cut of table server's tip; so consider tipping the server extra to reward the captain, or tip captain separately
Coatroom attendant	\$1 per coat
Restroom attendant	50 cents to \$1
Food delivery person	At least \$1 for bills up to \$10, then 10% of the bill (before tax). Tip 15% to 20% for a difficult delivery.
Staff at coffee/food retailers with tip jars	No tip required; it's completely optional

<b>Other Service Providers</b>	
Cab drivers	15% to 20% of your fare is a good rule of thumb, but you can tip more or less depending on your experience.
Parking valet or garage attendant	\$2 to bring your car to you
Skycap at airport	\$1 per bag if you check-in curbside; \$2 per bag if skycap takes your bags to check-in counter
Hotel doorman	\$1 per bag for help with luggage; \$1 per person for hailing a cab
Hotel bellhop	\$1 per bag for bringing luggage to your room (but a \$2 minimum if you have just one bag)
Hotel housekeeper	\$2 to \$5* per night
Hotel concierge	\$5 for getting tickets or making reservations (\$10-plus if they're hard to get). No tip required when you ask for directions.

\*Varies based on hotel rating and or location.

Note: Tips amounts may be different outside of the United States. In many countries in Europe, the tip is included in the bill. For cabs, check with the locals when you arrive at your destination to determine what you should consider when tipping your cab driver.

### **Procedure for Requesting Reimbursement for Tips**

For restaurant meals, include tip amount in the total reimbursable amount (or the per diem).

Refer to the RIT Travel Policy & Procedure Manual for current daily limits:

<https://www.rit.edu/fa/controller/content/travel-policies-procedures-manual#D11>.

For cab drivers, include tip amount in the total reimbursable amount.

For all other out-of-pocket tip amounts, request reimbursement in iExpenses on the **Receipt-Based Expenses** tab with an expense type of 'Tips-Not Food/Taxi'. Receipts are not required; however, please ensure that the amounts paid conform to the guidelines provided here.