

**DIRECTIVE NUMBER: 200-04-16**

**DATE:** February 1, 2016

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Gratuity Policy

**1.0 Purpose**

To inform employees of appropriate tipping guidelines.

**2.0 Reference**

None

**3.0 Procedure**

A travel voucher must show the amount of each tip given daily and whom the tip was given to. Employees are allowed to tip the skycap at the airport and shuttle/taxi driver. The Meals and Incidental Expenses (M&IE) rates **include** charges for meals, taxes and all fees and tips to waiters, hotel porters, bellhops, doormen, maids and dining room stewards.

<b>Here is a guide to show the allowable amounts:</b>	
Skycap at the airport	\$1.00 - \$2.00 per bag
Shuttle to/from airport/hotel	\$1.00 - \$2.00 per bag
Taxi	15%

**Exception:** If breakfast, lunch and dinner are provided for the day, no reimbursements of tips will be provided for said day.

**4.0 Action Required**

All employees are to adhere to the contents of this Directive.

**5.0 Inquiries**

Dawn Palmberg (785) 296-5000 x2551 or Annette Morris (785) 296-5000 x2554.

Signature on file  
Lana Gordon, Secretary of Labor

Rescissions: 200-06-08	Expiration Date: Continuous
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