

## **ALLOWABLE TIPS THROUGH THE UALR FOUNDATION**

Based on Arkansas Annotated code #19-4-904, prescribed by the Arkansas Financial Management Guide published by the Office of Accounting of the Department of Finance and Administration and related policies and procedures currently being adhered to at the University of Arkansas at Little Rock, the allowable tip reimbursement amount through the UALR Foundation shall not exceed fifteen percent (15%) of the meal amount expended.

Limited exceptions may be made when mandatory tips are charged for large groups and printed on the receipt by the business. In this case, additional tips may be reimbursed.

Required documentation: completed, signed payment authorization form; vendor produced invoice reflecting a zero balance due; and employee proof of payment.