

**DAILY TIP REPORT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

 Department:    ☐ TOG (Including Cart)    ☐ The Inn Dining    ☐ McKee's Tavern  
                   ☐ Catering Event    ☐ Golf    ☐ Hotel    ☐ Sales Staff
**CASH TIPS**Total Cash Tips (includes amount you are splitting) \$ **Cash Tips Paid to Myself and Other Employees**
 My own cash tip amount I'm claiming: .....\$ \_\_\_\_\_  
*It is your responsibility to put this into restaurant manager daily*
**Other Employees Paid Cash Tips**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

 Sum of All Staff Amounts  
Must Equal Total
**CHARGED (CREDIT) CARD TIPS**

Room Charge Tips: .....\$ \_\_\_\_\_

A/R Tips: .....\$ \_\_\_\_\_

Credit Card Tips: .....\$ \_\_\_\_\_

Total Charged Tips: .....\$ **Charged Tips To Be Paid to Myself and Other Employees**

My own charged tip amount: .....\$ \_\_\_\_\_

**Other Employees to Receive Charged Tips**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

 Sum of All Staff Amounts  
Must Equal Total