

EXECUTIVE EXPENSE REIMBURSEMENT

PAYROLL PROCESSING SHEET

EXECUTIVE NAME: _____
TITLE/ DEPT: _____
EMPLOYEE ID: _____

PAY PERIOD: _____
DATE SUBMITTED: _____
APPROVED BY: _____

DATE	CATEGORY	DESCRIPTION / PURPOSE	RECEIPT	AMOUNT

SUBTOTAL _____
TAX / OTHER _____
TOTAL REIMBURSEMENT _____

EXECUTIVE SIGNATURE & DATE

AUTHORIZED
PAYROLL
APPROVAL &
DATE