

PAYROLL & EXPENSE REPORT

Employee Name		Report Period	
Employee ID		Submission Date	
Department		Manager / Approver	

1. PAYROLL SUMMARY

EARNINGS DESCRIPTION	AMOUNT
Base Salary / Regular Wages	
Overtime Pay	
Bonuses / Commissions	
Gross Payroll (A)	
Deductions (Taxes, Insurance, Pension)	
Net Payroll (B)	

2. BUSINESS EXPENSES & REIMBURSEMENTS

DATE	EXPENSE CATEGORY / DESCRIPTION	RECEIPT ATTACHED	AMOUNT
Total Expenses (C)			

3. TOTAL DISBURSEMENT SUMMARY

Net Payroll Amount (B)	
Reimbursable Business Expenses (C)	

Total Paid to Employee (B + C)

Employee Signature & Date

Authorized Approver Signature & Date