

Payroll Reimbursement Template for Office Expenditures

Employee Name:

Department:

Job Title:

Employee ID:

Pay Period:

Submission Date:

DATE	MERCHANT/VENDOR	DESCRIPTION OF OFFICE ITEM(S)	CATEGORY	AMOUNT

Subtotal	
Tax	
Total Reimbursement	

Employee Signature Date

Manager Approval Signature Date

Payroll Department Signature Date

Account Code / Cost Center Date Processed