

WORK FROM HOME (WFH) EXPENSE REIMBURSEMENT

Payroll Reimbursement Claim Template

Employee Name:
Submission Date:
Employee ID:
Pay Period:
Department:
Manager Name:

DATE OF EXPENSE	EXPENSE CATEGORY	DESCRIPTION / PURPOSE	AMOUNT	RECEIPT? (Y/N)

Total Claim Amount:

- Submission Guidelines:
- Eligible home office expenses include internet, phone, home office utilities, and approved equipment or supplies.
 - Itemized receipts must be attached for all claimed expenses.
 - Submit this completed form to your manager for approval prior to payroll processing deadlines.

Employee Signature

Date:

Manager Approval Signature

Date:

Payroll Department Sign-off

Date: