

EMPLOYEE REIMBURSEMENT PAYROLL CALCULATION TEMPLATE

Business Expense & Payroll Integration

Employee Name: _____

Payroll Period: _____

Employee ID: _____

Submission Date: _____

Department: _____

Manager/Approver: _____

DATE	CATEGORY (E.G, TRAVEL, MEALS)	DESCRIPTION / BUSINESS PURPOSE	RECEIPT? (Y/N)	GL ACCOUNT	AMOUNT

Subtotal Reimbursement	
Taxable Reimbursement (if applicable)	
Non-Taxable Reimbursement	
Total Payroll Addition	

Employee Signature

Date: _____

Authorizing Manager Signature

Date: _____