

Corporate Non-Taxable Expense Reimbursement Payroll Form

EMPLOYEE & PERIOD INFORMATION

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

JOB TITLE

MANAGER / SUPERVISOR

PAY PERIOD START DATE

PAY PERIOD END DATE

REIMBURSEMENT DETAILS (NON-TAXABLE)

DATE	EXPENSE CATEGORY / BUSINESS PURPOSE	ACCOUNT CODE	AMOUNT
Total Reimbursement Amount:			

Required Documentation: Itemized receipts must be attached for all expenses listed above. Non-taxable reimbursements are subject to IRS / statutory regulations and company policy. Reimbursements without valid receipt verification or business connection may be disallowed or treated as taxable income.

AUTHORIZATION SIGNATURES

Employee Signature

Date

Authorized Approver Signature

Date

PAYROLL DEPARTMENT USE ONLY

DATE RECEIVED

PROCESSED BY

PAYROLL CYCLE DATE