

REMOTE EMPLOYEE PAYROLL ALLOWANCE TEMPLATE

Home Office & Technology Expense Reimbursement

Employee Name:

Employee ID:

Department:

Pay Period:

Submission Date:

Manager Name:

RECURRING MONTHLY ALLOWANCES

Allowance Category	Details / Notes	Amount
Internet / Broadband Stipend		
Mobile Phone / Communication		
Home Office Utilities (Electricity/Heating)		
Coworking Space / Hot Desk Stipend		

ONE-TIME / EQUIPMENT EXPENSES

Equipment / Supplies	Description & Purpose	Amount
Computer Hardware / Accessories		
Ergonomic Office Furniture		
Software Licensing / Subscriptions		
Stationery / General Office Supplies		
Total Allowance / Reimbursement Payout:		

Employee Signature

Date:

HR / Approving Manager Signature

Date: