

EXPATRIATE PAYROLL & REIMBURSEMENT STATEMENT

Monthly Compensation and Allowance Breakdown

EMPLOYEE & ASSIGNMENT DETAILS

Employee Name		Pay Period	
Employee ID		Home Country	
Job Title		Host Country	
Department		Exchange Rate (Home/Host)	

1. BASE SALARY & CASH ALLOWANCES

Description	Currency	Home Country Pay	Host Country Pay
Base Salary			
Cost of Living Allowance (COLA)			
Housing Allowance			
Education Allowance			
Utility & Hardship Allowance			
Mobility / Transportation Allowance			
Total Gross Cash Compensation			

2. TAX & SOCIAL SECURITY DEDUCTIONS

Includes Hypothecated Tax and international social security adjustments.

Description	Currency	Home Country Pay	Host Country Pay
Hypothecated Tax Deduction (Hypo Tax)			
Home Country Social Security			
Host Country Social Security / Taxes			
Pension / Retirement Contribution			
Total Deductions			

3. REIMBURSEMENTS & NON-RECURRING PAYMENTS

Description	Currency	Home Country Pay	Host Country Pay
Relocation / Settling-in Allowance			
Home Leave Airfare Reimbursement			

Description	Currency	Home Country Pay	Host Country Pay
Visa, Passport & Legalization Fees			
Temporary Lodging Reimbursement			
Total Reimbursements			

4. NET PAYROLL SUMMARY

Calculation	Currency	Home Country Pay	Host Country Pay
Total Gross Cash (Section 1)			
Less: Total Deductions (Section 2)			
Add: Total Reimbursements (Section 3)			
Net Pay Transfer Amount			

BANK ACCOUNT DISTRIBUTION DETAILS

Home Bank Name		Host Bank Name	
Home Account/IBAN		Host Account/IBAN	
Home Routing/SWIFT		Host Routing/SWIFT	

Prepared By (Payroll Administrator)

Date:

Approved By (Authorized Signatory)

Date: