REMOTE WORK EXPENSE PAYROLL TRACKER

Document ID:
Date Generated:

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

PAY PERIOD

MANAGER NAME

SUBMISSION DATE

DATE	EXPENSE CATEGORY	DESCRIPTION / BUSINESS PURPOSE	TOTAL AMOUNT	TAXABLE? (Y/N)	REIMBURSEMENT

Total Claimed Expenses	
Taxable Reimbursements	
Non-Taxable Reimbursements	
Total Payroll Addition	

EMPLOYEE SIGNATURE & DATE

MANAGER APPROVAL SIGNATURE & DATE

PAYROLL PROCESSING SIGNATURE & DATE