

TELECOMMUTING EXPENSE PAYROLL PROCESSING SHEET

Home Office Reimbursement & Tax Allocation Template

Employee Name

Payroll Period

Employee ID

Department

Job Title

Processing Date

Expense Category	Total Submitted (\$)	Approved Amount (\$)	Tax-Exempt Reimbursement (\$)	Taxable Benefit (\$)	GL Account Code
Internet / Broadband					
Telephone / Mobile Plan					
Utilities (Electricity/Heating)					
Home Office Supplies					
Hardware / Equipment					
Software / Digital Tools					
Other:					
Total Payroll Adjustment					

Employee Signature

Date:

Department Manager Approval

Date:

Payroll Administrator Sign-off

Date:

Processing Instructions:

This document must be processed in accordance with the current company Telecommuting Policy and applicable tax regulations. Maintain all supporting receipts and calculation sheets attached to this processing record for auditing purposes.