CLIENT-CHARGEABLE EXPENSE PAYROLL INTEGRATION

Expense Reimbursement & Payroll Allocation Template

Form Ref: CCE-PR-001

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

PAY PERIOD START

PAY PERIOD END

SUBMISSION DATE

Subtotal (Billable)	
Subtotal (Non-Billable)	
Total Reimbursement	

SUBMISSION INSTRUCTIONS

- Ensure all client-chargeable items are mapped to the correct Client Name and Project/Job Code.
- Receipts must be digitally attached or physically stapled to this template upon submission.
- Approved expenses will be processed and integrated into the upcoming payroll cycle.

EMPLOYEE SIGNATURE

Date: _____

MANAGER APPROVAL

Date: _____

PAYROLL DEPARTMENT

Date: _____