

BUSINESS TRIP EXPENSE

Payroll Allocation Template

EMPLOYEE & TRIP DETAILS

EMPLOYEE NAME

DEPARTMENT / COST CENTER

TRIP DESTINATION

EMPLOYEE ID

PAY PERIOD

TRIP DATES (START - END)

PURPOSE OF TRIP

EXPENSE ITEMIZATION

Date	Expense Category	Description / Business Purpose	Receipt (Y/N)	Amount
Total Expenses:				

PAYROLL ALLOCATION SUMMARY

Payroll Code / GL Account	Tax Treatment (Taxable/Non-Taxable)	Allocated Amount

Payroll Code / GL Account	Tax Treatment (Taxable/Non-Taxable)	Allocated Amount
Total Payroll Allocation:		

EMPLOYEE SIGNATURE & DATE

MANAGER APPROVAL & DATE

PAYROLL AUTHORIZATION & DATE