EMPLOYEE CLIENT EXPENSE REIMBURSEMENT

Payroll Ledger Template

Employee Name: _____ **Pay Period Start:** _____

Employee ID: _____ **Pay Period End:** _____

Department: _____ **Ledger Date:** _____

DATE	CLIENT NAME	PROJECT / JOB CODE	EXPENSE CATEGORY	DESCRIPTION / PURPOSE	RECEIPT	AMOUNT
Total Reimbursement Amount:						

EMPLOYEE SIGNATURE & DATE

AUTHORIZED APPROVER & DATE

PAYROLL PROCESSOR & DATE