

Non-Taxable Employee Expense Reimbursement Payroll Sheet

Employee Name: _____ **Pay Period Ending:** _____
Employee ID: _____ **Department:** _____
Job Title: _____ **Manager/Approver:** _____

DATE	EXPENSE CATEGORY	BUSINESS PURPOSE / DESCRIPTION	RECEIPT ATTACHED	AMOUNT
TOTAL NON-TAXABLE REIMBURSEMENT:				

Important Note on Non-Taxable Reimbursements: Payments made to employees for valid business-related expenses under an accountable plan are non-taxable and are not reported as wages or other compensation on Form W-2. Receipts must be provided for all claimed expenses in accordance with company policy.

Employee Signature **Authorized Approver Signature** **Date**