

Monthly Payroll Reimbursement Summary Report

Date: **2024-06-30**
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Department: **Finance**
Report Period: **June 2024**

Summary

Total Employees	Total Payroll Amount	Total Reimbursement	Date Submitted
18	\$62,500.00	\$2,350.00	2024-06-30

Payroll Reimbursement Details

Employee Name	Employee ID	Department	Amount Paid	Reimbursement	Remarks
John Smith	EMP-104	Sales	\$3,500.00	\$120.00	Travel Expenses
Anna Brown	EMP-092	Marketing	\$3,200.00	\$80.00	Client Meeting
Mike Lee	EMP-107	IT	\$4,150.00	\$300.00	Certification Course
Alice Yang	EMP-115	HR	\$2,900.00	\$50.00	Supplies
Chris Evans	EMP-108	Finance	\$3,800.00	\$100.00	Local Travel
Other Employees (13)			\$44,950.00	\$1,700.00	
Total			\$62,500.00	\$2,350.00	

Important Notes

- This summary provides a consolidated view of payroll and reimbursement for all employees for the specified month.
- Supporting documents for each reimbursement claim should be retained for audit purposes.
- Any discrepancies must be reported to the Finance Department within five (5) working days from the report date.
- Reimbursements are subject to company policies and approval procedures.
- This document is confidential and intended for internal use only.