

Simple Payroll Reimbursement Sheet

For the Month of June 2024

Employee Name	Employee ID	Department	Days Worked	Basic Pay	Reimbursable Expenses	Total Reimbursement
Alice Chen	EMP001	Marketing	22	2,500	150	2,650
Brian Lee	EMP002	Sales	21	2,200	210	2,410
Charlotte Ray	EMP003	HR	20	2,400	90	2,490
David Smith	EMP004	Finance	23	2,600	175	2,775
Total Payroll Reimbursement						10,325

Important Notes

- This sheet is for internal payroll and reimbursement tracking only.
- Always attach supporting documents for each reimbursed expense.
- Double-check the correctness of employee details and all monetary amounts.
- Ensure the sheet is updated and reviewed at the end of each payroll period.
- Unauthorized or unapproved expenses should not be included in reimbursement.