

# Simplified Salary Payment Voucher

Voucher No: \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Company Name: \_\_\_\_\_

Employee Details:  
Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Department: \_\_\_\_\_

## Salary Details

Description	Amount (USD)
Basic Salary	_____
Allowances	_____
Deductions	_____
Net Salary Paid	_____

Payment Mode: ☐ Cash   ☐ Bank Transfer   ☐ Cheque  
Remarks: \_\_\_\_\_

Prepared By \_\_\_\_\_

Approved By \_\_\_\_\_

Received By (Employee) \_\_\_\_\_

## Important Notes:

- This document serves as a formal record of salary payment to the employee.
- Ensure all fields are properly filled and authorized signatures are present.
- Retain a signed copy for company records and for the employee's reference.
- Any alterations to the voucher must be validated by the approver.
- Cross-check salary figures with payroll records for accuracy.