

Itemized Payroll Reimbursement Statement

Employee Name:	Jane Smith	Employee ID:	EMP-1028
Department:	Accounting	Pay Period:	2024-05-01 to 2024-05-31
Date Issued:	2024-06-05	Statement ID:	PRRS-30576

#	Description	Date	Amount (USD)	Receipt Attached
1	Travel - Taxi fare to client site	2024-05-04	32.50	Yes
2	Office Supplies	2024-05-09	18.90	Yes
3	Lunch with client (meeting)	2024-05-16	42.10	Yes
4	Internet bill (remote work)	2024-05-25	59.99	Yes
Total Reimbursement			153.49	

Important Notes:

- All listed expenses must be supported by valid receipts or proof of purchase.
- Ensure all entries comply with the organization's reimbursement policy.
- Statements should be submitted within the allowable time frame after incurring expenses.
- Incorrect or incomplete information may cause delays in reimbursement processing.