

Monthly Payroll Reimbursement Summary Sheet

Company Name:	_____	Department:	_____
Month:	_____	Year:	_____

Employee Payroll Summary

#	Employee Name	Employee ID	Designation	Gross Salary	Allowances	Deductions	Net Salary	Reimbursable Amount
1	John Doe	EMP001	Software Engineer	4,000.00	200.00	150.00	4,050.00	300.00
2	Jane Smith	EMP002	Accountant	3,200.00	150.00	100.00	3,250.00	180.00
Total Reimbursable Amount								480.00

Prepared by:

Date: _____

Verified by:

Date: _____

Approved by:

Date: _____

Important Notes

- Ensure all reimbursement items are supported with proper documentation and receipts.
- Net salary and reimbursable amounts should be double-checked for accuracy before submission.
- This summary sheet must be reviewed and approved by the relevant authorities before processing reimbursement.
- Keep a copy of the approved sheet for audit and compliance purposes.