[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Salary Slip

Pay plus reimbursed expenses

Employee name: [Employee name]

Employee ID: [Employee ID]

Job title: [Job title]

Department: [Department]

Pay period: [Pay period]

Pay date: [Pay date]

Payment method: [Payment method]

Bank account: [Bank account]

Expenses reimbursed with this pay (not taxable)

Expense	Receipt	Amount
Travel expenses	[Travel receipt number]	[Travel expenses]
Meal expenses	[Meal receipt number]	[Meal expenses]
Mileage expenses	[Mileage receipt number]	[Mileage expenses]
Total expenses		**[Total expenses]**

Earnings

Description	Amount
Basic pay	[Basic pay]
Overtime pay	[Overtime pay]
Bonus	[Bonus]
Allowance	[Allowance]
Commission	[Commission]

Deductions

Description	Amount
Income tax	[Income tax]
National Insurance	[National Insurance]
Pension contribution	[Pension contribution]
Other deduction	[Other deduction]

Gross pay	[Gross pay]
Total deductions	[Total deductions]
Net pay	[Net pay]

Total paid this period (net pay plus expenses): [Total paid]

*Expenses are reimbursed against receipts submitted for **[Pay period]**.*