

# PAYROLL AND EXPENSE REPORT

**If payment is for call out, attach call out letter**

NAME: _____	REASON FOR PAYMENT <small>i.e.- negotiations, training, school, arbitration, etc.</small>
COMPANY: _____	_____
TITLE: _____	_____
SSN: _____	_____
DATES: _____	_____

TOTAL SALARY OR CALL OUT TIME: \$ _____	DEDUCTIONS
Per Diem: _____ days @ _____ \$ _____	Fed. Tax \$ _____
Location: _____	FICA \$ _____
Lodging: _____ days @ _____ \$ _____	Medicare \$ _____
Incidentals: \$ _____	State Tax \$ _____
Mileage: _____ miles @ \$ .505 \$ _____	NM WRK CM \$ _____

DBR Bi-Monthly Car Expense: \$ \_\_\_\_\_

Misc. Expenses:	OTHER DEDUCTIONS
Type	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL MISC.</b>	<b>\$ _____</b>

**TOTAL DEDUCTIONS \$ \_\_\_\_\_**

GROSS AMOUNT \$ \_\_\_\_\_

LESS DEDUCTIONS \$ \_\_\_\_\_

AMOUNT PAID \$ \_\_\_\_\_

CHECK NUMBER \_\_\_\_\_

\_\_\_\_\_  
RECIPIENT SIGNATURE

\_\_\_\_\_  
RECORDING SECRETARY

\_\_\_\_\_  
PRESIDENT