

LOGO

# Utility Bill

For Employee Reimbursement

Bill No: UB-2024-0894

Date: 10 June 2024

## Employee Details

Name	John Doe
Employee ID	EMP12345
Department	Finance
Claim Month	May 2024

## Utility Service Details

Utility Type	Electricity
Connection No.	EB-98765432
Billing Period	01 May 2024 - 31 May 2024
Account Holder Name	John Doe
Service Address	1234, Block D, Greenview Apartments, Springfield

## Billing Summary

Description	Amount (INR)
Energy Charges	1,250.00
Meter Rent	30.00
Tax	90.00
<strong>Total Amount</strong>	<strong>1,370.00</strong>

Bill Paid On: 05 June 2024

Payment Method: UPI - TXN123456789

## Important Notes:

- Attach a copy of the original utility bill and payment receipt for reimbursement.
- Ensure that the bill is in the name of the employee or as per company policy.
- Claims must be submitted within the timeframe specified by the company.
- Altered or tampered bills may lead to claim rejection.