

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
Total Amount	1,370.00

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.