

Mobile Bill Reimbursement Receipt

Employee Name:
Jane Doe

Employee ID:
EMP12345

Designation:
Sales Manager

Department:
Sales & Marketing

Claim Period:
May 2024

Mobile Number:
+91-9876543210

Bill Details

Bill Date	Operator	Bill Number	Amount (INR)
05-May-2024	ABC Telecom	INV2024051056	1,200.00

Total Amount Claimed:
â,¹ 1,200.00

Amount Approved:
â,¹ 1,000.00

Remarks (if any):
Limit as per Company Policy: â,¹ 1,000/month

Employee Signature
Date: 10-Jun-2024

Manager/HR Signature
Date: 12-Jun-2024

Important Notes

- Attach original mobile bill/invoice copy along with this receipt.
- Ensure the claimed bill is for the period as per company policy.
- Only work-related usages are eligible for reimbursement.
- Misrepresentation or falsification may lead to disciplinary action.
- Refer to the current reimbursement policy for maximum claim limits.