

# 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:

₹ 1,200.00

Amount Approved:

₹ 1,000.00

Remarks (if any):

Limit as per Company Policy: ₹ 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.