

# Undertaking for Reimbursement of Uniform Costs

I, \_\_\_\_\_, holding the position of \_\_\_\_\_ at \_\_\_\_\_, hereby undertake that I have incurred costs for the purchase of uniforms as required for my official duties.

I confirm that the details and amount for the reimbursement claimed are true and accurate to the best of my knowledge, and all relevant receipts are attached/enclosed for verification.

I further declare that:

- I have not claimed, nor will I claim, reimbursement of the same uniform expenses from any other source.
- I fully understand that providing false information to claim reimbursement is a disciplinary offence.
- I undertake to return the reimbursed amount if found ineligible, or if the information provided is later found to be incorrect.

\_\_\_\_\_  
Signature of Employee

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Officer

Date: \_\_\_\_\_

## Important Notes

- This document should be signed before submission of any claim for reimbursement of uniform costs.
- All claims must be supported by original receipts or valid proof of purchase.
- Providing false claims may result in disciplinary action including recovery of the claimed amount.
- This undertaking forms part of employee records for audit and compliance.