

# Uniform Reimbursement Affidavit

I, the undersigned, do hereby make the following affidavit in connection with the reimbursement of uniform expenses incurred as detailed below:

## Employee Information

**Name:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Uniform Expense Details

<b>Item Description</b>	<b>Date Purchased</b>	<b>Amount</b>
_____	_____ / _____ / _____	_____
_____	_____ / _____ / _____	_____
		<b>Total:</b> _____

## Declaration

I hereby certify that the above information is true and accurate and that the expenses were incurred by me for the purchase of required uniforms as per company policy. I have not received prior reimbursement for these expenses and will submit original receipts as supporting documents.

\_\_\_\_\_

Employee's Signature

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

\_\_\_\_\_

Manager/Supervisor's Signature

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

## Important Notes

- Ensure all claimed expenses comply with company policy for uniform reimbursement.
- Attach original or legible copies of all receipts or proofs of purchase.
- Incomplete affidavits or missing documentation may result in delayed or denied reimbursement.
- False declarations may result in disciplinary action.
- Keep a personal copy of the completed affidavit for your records.