

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

Item Description	Date Purchased	Amount
_____	____ / ____ / ____	_____
_____	____ / ____ / ____	_____
		Total: _____

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.