

Employee Self-Declaration Taxi Bill

Employee Name: _____
Employee ID: _____
Designation: _____
Department: _____
Month/Period: _____

Taxi/Auto Fare Details:

Date	From	To	Purpose	Amount (â,')
____/____/____	_____	_____	_____	_____
____/____/____	_____	_____	_____	_____
Total:				_____

Declaration by Employee:

I hereby declare that the above mentioned taxi/auto fares were genuinely incurred by me towards official/company work and are being claimed as per company policy. I confirm that I have not claimed these expenses previously and no bills are available.

Signature: _____
Date: ____/____/____

Important Notes:

- This self-declaration is to be used only when official taxi/auto receipts are not available.
- False declaration may lead to disciplinary action.
- Provide complete travel details and ensure clarity of purpose for each ride.
- Submission is subject to approval from your reporting manager and accounts department.