

# Employee Self-Declaration Taxi Bill

Employee Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Department: \_\_\_\_\_  
Month/Period: \_\_\_\_\_

## Taxi/Auto Fare Details:

Date	From	To	Purpose	Amount (₹,¹)
____ / ____ / ____	_____	_____	_____	_____
____ / ____ / ____	_____	_____	_____	_____
<b>Total:</b>				_____

## 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.