

# Advance Reimbursement Undertaking

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

To,  
The \_\_\_\_\_  
\_\_\_\_\_

Subject: Undertaking for Advance Reimbursement

Respected Sir/Madam,

I, \_\_\_\_\_, holding the position of \_\_\_\_\_ in the department of \_\_\_\_\_, employee ID \_\_\_\_\_, hereby confirm that I have received an advance amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) on \_\_\_\_\_, for the purpose of \_\_\_\_\_.

I undertake to utilize the above advance strictly for the stated purpose and submit all relevant bills and supporting documents within \_\_\_\_\_ days from the date of receipt of the advance. I further agree to refund any unutilized amount or any amount which is not supported by valid documentation, immediately.

In case of failure to submit the required documentation or refund the unutilized amount, I authorize the organization to recover the same from my salary or any other dues payable to me.

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

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

Designation: \_\_\_\_\_

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

Advance Amount: \_\_\_\_\_

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

Purpose: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Authorized Signatory)

## Important Notes:

- This document serves as a legal undertaking to account for and return any unutilized advance funds.
- Submission of original bills and supporting documents within the stipulated period is mandatory.
- Failure to comply may lead to recovery of the advance from salary or other dues without further notice.
- Any false declarations may invite strict disciplinary action.
- All entries should be completed clearly and accurately before signing.

