

Employee Reimbursement Undertaking

Standard Undertaking Format

Date: _____
Employee Name: _____
Employee ID: _____
Department: _____

I, _____ (Employee Name), hereby undertake that I have incurred the following expenses in relation to my official duties for _____ (Company Name).

The details of the expenses incurred are as follows:

S. No.	Date	Description of Expense	Amount
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

Total Amount Claimed: _____

I further declare that all the expenses claimed above are genuine, have been incurred by me for official purposes, and are supported by valid bills/receipts (attached herewith). I understand that if any information provided here is found to be false, I am liable to return the claimed amount and disciplinary action may be taken against me as per the company policy.

Employee Signature
(with date)

Department Head/Manager
(with date)

Important Notes:

- All expenses must be substantiated with original bills/receipts.
- False declarations may lead to disciplinary action.
- Undertaking must be signed by the employee and verified by the manager.
- Ensure full compliance with the company's reimbursement policies.
- Submit the form along with all required supporting documents.