

# Undertaking for Food and Lodging Reimbursement

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

To,

The [Name of Organization/Department]

[Address]

I, **Mr./Ms.** \_\_\_\_\_, (Employee Code: \_\_\_\_\_) working as \_\_\_\_\_ in the department of \_\_\_\_\_, hereby undertake that during my official assignment/travel from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ at \_\_\_\_\_ (place/venue), I have personally incurred expenses for food and lodging, details of which are being submitted for reimbursement as per the organization's applicable policies and approved limits.

I further declare that I have not claimed these expenses from any other source/organization, nor will I do so in the future. All the information provided by me is true and genuine to the best of my knowledge.

Kindly consider my claim and process the reimbursement for food and lodging as per actuals, subject to approval and submission of required documents/bills.

Signature of Employee

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

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

Verified by (Supervisor/Approving Authority)

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

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

## Important Notes:

- All claims must be supported with original bills and receipts as per company policy.
- The undertaking should be signed by both the employee and the approving authority.
- Submission of false information may lead to disciplinary action.
- Refer to the current reimbursement policy for claim limits and eligible expenses.
- This document must be retained for future audit and verification purposes.