

Undertaking for Local Conveyance Reimbursement

Date: _____

To,

The HR Department

[Company Name]

[Company Address]

Subject: Undertaking for Local Conveyance Reimbursement

Respected Sir/Madam,

I, _____ (Employee ID: _____), working as _____ in the _____ Department, hereby undertake that the claims submitted by me for local conveyance towards official duties during the period from _____ to _____ are genuine and incurred solely for the purpose of official work.

I also confirm that the details provided in the claim are true to the best of my knowledge and none of the expenses claimed have been/will be claimed from any other source. In case any information provided is found to be false or incorrect, I shall be liable for disciplinary action as deemed appropriate by the management and undertake to refund the amount claimed in full.

Kindly process my reimbursement request.

Thank you,

Yours faithfully,

Name: _____

Employee ID: _____

Signature: _____

Date: _____

Important Notes:

- Ensure all claims are supported with valid bills or travel logs as per company policy.
- This undertaking must be duly signed and submitted along with the reimbursement form.
- False or misleading claims can attract disciplinary action including recovery of excess paid reimbursement.
- Claims must be submitted within the stipulated time frame as per company guidelines.
- Retain copies of all submitted documents for your reference.