

Undertaking for Out-of-Pocket Reimbursement

Date: _____

To,

The Manager,

[Company/Organization Name]

Subject: Undertaking for Out-of-Pocket Reimbursement

Dear Sir/Madam,

I, **[Employee/Applicant Name]**, holding Employee ID **[Employee ID]**, working in the department of **[Department Name]**, do hereby undertake and declare that I have incurred the below mentioned expenses for official use on behalf of the company during the period **[From Date]** to **[To Date]**:

Description of Expense:	[E.g., Travel, Food, Stationery]
Date(s) of Expense:	[DD/MM/YYYY - DD/MM/YYYY]
Amount Incurred:	[Amount in words and numbers]
Purpose/Details:	[Purpose for which the amount was spent]

I hereby confirm that the stated expenses were incurred solely for official purposes, and the original bills/receipts are attached herewith for your reference. I undertake that these expenses have not been and will not be claimed elsewhere.

In case of any discrepancies or if the claim is found to be incorrect in any way, I shall be responsible for refunding the said amount to the company.

Signature of Employee: _____
Name: _____
Employee ID: _____
Date: _____

Important Notes:

- All original supporting bills and receipts must be attached with the undertaking.
- Claims must be submitted within the stipulated time as per company policy.
- Any misleading or incorrect information may lead to disciplinary action.
- Ensure all expenses are actually and necessarily incurred for official purposes only.
- This document should be submitted to the concerned department for processing reimbursement.