

# Undertaking for Travel Expense Reimbursement

To Whom It May Concern,

I, \_\_\_\_\_ (Employee Name), holding Employee ID \_\_\_\_\_, hereby undertake that the expenses claimed under the travel reimbursement for the journey from \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_ (date) \_\_\_\_\_ are genuine and were incurred by me for official purposes only.

The details of the expenses claimed are as follows:

S. No.	Expense Head	Amount (â‚¹)	Remarks
1	Travel Fare	_____	
2	Accommodation	_____	
3	Daily Allowance	_____	
4	Others (specify)	_____	
Total		_____	

I hereby certify that:

1. The above expenses have not been claimed previously.
2. All bills, vouchers, and relevant documents pertaining to the above claim have been attached/are available for verification.
3. If any information is found incorrect or false, I agree to refund the reimbursed amount and bear any disciplinary action as decided by the management.

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

Place: \_\_\_\_\_

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Signature of Employee  
(Name & Employee ID)

## Important Notes:

- This format must be filled and signed by the claimant for every travel reimbursement request.
- Attach all supporting bills/invoices and tickets; absence of such documents may lead to rejection.
- Misinformation or duplicate claims may attract disciplinary action and recovery.
- Check with your organization for any additional approvals or formats required.
- Keep a copy of this undertaking for your records.