

Mobile/Internet Bill Reimbursement Declaration

Employee Name: _____

Employee ID: _____

Department: _____

Designation: _____

Month/Period: _____

Mobile Number: _____

Connection Type: ☐ Postpaid ☐ Prepaid

Internet Provider: _____

Bill Amount (â‚¹): _____

Bill Date: _____

Declaration:

I hereby declare that the above mobile/internet expenses have been incurred by me for official purposes during the period mentioned. I confirm that the bill(s) attached is/are in my name and not claimed previously. I undertake to provide the original bill(s) for verification if required.

Employee's Signature

Date: _____

Manager's Approval

Date: _____

Important Notes:

- Attach a copy of the original bill(s) along with this declaration.
- Only eligible and company-approved expenses will be reimbursed as per the policy.
- Ensure that the declared amount matches the bill submitted.
- No duplicate or previously claimed bills should be submitted.
- False declarations may lead to disciplinary action.