

# Uniform or Dress Code Expense Declaration Form

Employee Name

Department

Employee ID

Position

Date of Declaration

Expense Period Covered

e.g. Jan 2024 - Mar 2024

Details of Uniform / Dress Code Expense

e.g. 2 Uniform Shirts

Expense Amount (in local currency)

Vendor / Store Name

Receipt No. / Reference

## Declaration:

I hereby declare that the above information is accurate and that the claimed expenses are incurred strictly for uniforms or dress code requirements as per company policies.

Employee Signature

(Type or sign)

Date

## Important Notes

- All expense declarations must be supported by original receipts or valid proof of purchase.
- Reimbursement is subject to company policy and dress code guidelines.
- False claims may lead to disciplinary action.

- Please retain copies of submitted documents for your records.
- Your declaration is subject to audit at any time.