

Monthly Accommodation Charges Reimbursement Log

Employee Details

Name	
Employee ID	
Department	
Designation	
Month/Year	

Accommodation Charges Details

Date	Hotel/Accommodation Name	City	Receipt/Invoice No.	Amount (Currency)	Remarks
Total					

Declaration

I hereby declare that the above details are correct and all expenses claimed are genuine, incurred for official purposes, and supported by appropriate receipts.

Employee's Signature

Supervisor/HR Approval

Important Notes

- Attach original accommodation receipts/invoices with this log.
- Ensure all amounts are entered accurately and in the correct currency.
- Reimbursement is subject to company policy and eligible limits.
- Incomplete or inaccurate logs may lead to reimbursement delays or rejection.
- This document must be submitted within the stipulated period after the end of each month.