***Reimbursement Claim for Driver Salary***

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Code . \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This is to certify that I have hired Mr. as a driver on monthly salary of Rs. \_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only) for the period--------------------to--------------.

 Please reimburse the above amount on monthly basis. I further declare that any change in the particulars of the diver will be duly intimated to me by the company and I agree to provide the payment proof as and when asked for by the company. I further confirm that what is stated above is correct and true.

*Date: Signature of the employee*

***Reimbursement Claim for Telephone/Mobile/Internet Bills***

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Code . \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Kindly arrange to reimburse Telephone/Mobile/Internet charges as per below mentioned details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | Month | Billed Amount | Total Billed Amount | Amount Claimed as per Policy |
| Mobile | Internet |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Certified that I have incurred an amount of Rs.\_\_\_\_\_\_\_\_\_\_ only towards Telephone/Mobile/Internet reimbursement. I further confirm that the above amount was actually spent by me I will be subject to discplinary proceedings in case the documents are found to be fake or forged.

*Date: Signature of the employee*

***Reimbursement Claim for Fuel Bills***

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Code . \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Kindly arrange to reimburse fuel charges as per below mentioned details for car provided to me as per the policy.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No. | Month | Bill Details | Total Billed Amount | Amount Claimed as per Policy |
| Vendor Name | Bill Date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Certified that I have incurred an amount of Rs.\_\_\_\_\_\_\_\_\_\_ only towards purchase of fuel. I further confirm that the above amount was actually spent by me I will be subject to discplinary proceedings in case the documents are found to be fake or forged.

*Date: Signature of the employee*

***Reimbursement Claim for Books/Periodicals/Newspapers***

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Code . \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Kindly arrange to reimburse books/periodicals/newspaper charges as per below mentioned details:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No. | Nature of Expense | Vendor Name | Bill Details | Total Billed Amount | Amount Claimed as per Policy |
| No. | Amount |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Certified that I have incurred an amount of Rs.\_\_\_\_\_\_\_\_\_\_ only on purchase of books / periodicals for professional updation. I will be subject to discplinary proceedings in case the documents are found to be fake or forged.

*Date: Signature of the employee*