

CLAIM FORM FOR TELEPHONE REIMBURSEMENT

NAME:

DESIGNATION:

DEPARTMENT:

EMPLOYEE NO:

To
The Financial Controller,
I.I.Sc.,
Bangalore 560 012

Kindly arrange to reimburse Telephone charges of Rs. _____, for the period from _____ to _____, details given below. The amount may be credited to my bank account.

Landline Telephone No. _____		Mobile Phone No. _____		
Month	Billed Amount		Total	Claimed Amount (Max. Rs.750/550* p.m.)
	Landline	Mobile		
Total-Telephone Charges(A)				
Broadband Charges:				(Max. Rs.250 p.m.)
Total-Broadband(B)				
Grand Total (A +B)				

*Applicable where Centrex line without 0 facility has been provided at residence.

1. Certified that I have been/have not been provided with Centrex Line at my residence.
2. Certified that the above telephones are in my name.
3. Certified that I have incurred the above expenditure towards telephone charges during the period mentioned above. Also certified that only the excess over Rs.750/- p.m. in r/o Telephone charges will be claimed for reimbursement from other sources.

Date:

Signature