

CLAIM FORM FOR TELEPHONE REIMBURSEMENT

NAME: _____ DESIGNATION : _____
 DEPARTMENT: AEROSPACE ENGINEERING EMPLOYEE NO. : _____
 BANK A/C NO. _____
CB or SBI

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)				
<p>* Applicable where Centrex line without 0 facility has been provided at residence.</p> <ol style="list-style-type: none"> 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	