CLAIM FORM FOR TELEPHONE REIMBURSEMENT

NAME: **DESIGNATION:**

DEPARMENT: **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	Landline phone bill	Mobile Phone bill	Total	Claimed Amount (Max. Rs.750/550* p.m.)
			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

* Note: once in 4 months, the claims are prefined.