

**INDIAN INSTITUTE OF PETROLEUM & ENERGY**

**भारतीय पेट्रोलियम और ऊर्जा संस्थान**

**CLAIM FOR REIMBURSEMENT OF TELEPHONE/ MOBILE/ BROADBAND/ INTERNET BILL**

|  |  |  |
| --- | --- | --- |
| 1. Name of the Faculty | : |  |
| 2. Department & Employee Code | : |  |
| 3. Period of the **present** Claim | : | From \_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4. Details of amount claimed  | : |  |

|  |
| --- |
| **Telephone / Mobile / Internet / Broadband No’(s). : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Sl. No | Month(Month’FY) | Telephone / Mobile / Broadband / Internet Charges(₹) | Mode of Payment & Invoice No. / Transaction Ref. No. | Amount Claimed (Max. ₹ 1500/- PM)(₹) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| **Total Amount claimed** |  |

This is to certify that the above expenditure is incurred towards Mobile/ Telephone/ Broadband/ Mobile Data charges. The stated amount is not claimed so far. Certified that the above telephone/ mobile/ Broadband is /are on my name. All relevant bills/ vouchers/ proof of payment, are duly verified and attached.

**Signature of the Faculty
Date:**

**(For F&A Division Use Only)**

1. Period of Claim : From \_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_

2. Available Balance : ₹ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Present Claim : ₹ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Amount to be approved for payment : ₹ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Accountant**

 **Registrar**