



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