



**INDIAN INSTITUTE OF TECHNOLOGY INDORE**  
**CLAIM FOR REIMBURSEMENT OF COMMUNICATION EXPENSES**

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Name of the Applicant: \_\_\_\_\_ Designation: \_\_\_\_\_

Department: \_\_\_\_\_ Pay Level & Basic Pay (Rs) \_\_\_\_\_

Statement to be furnished on quarterly basis by the officials for reimbursement of expenditure incurred on call/internet charges of residential telephone/mobile phone/broadband/mobile data/ data card.

I certify that I have spent Rs. \_\_\_\_\_ towards call/internet charges of residential telephone/mobile phone/broadband/mobile data/ data card for the month of:

i) April-June, 20\_\_\_\_

OR/and

ii) July-September, 20\_\_\_\_

OR/and

iii) October-December, 20\_\_\_\_

OR/and

iv) January-March, 20\_\_\_\_

I further declare that: i) The call/internet charges of residential telephone/mobile phone/broadband/mobile data/ data card in respect of which reimbursement is claimed, have been spent by me. ii) The amount for which reimbursement is being claimed has actually been paid by me and has not/will not be claimed by any other source.

Date: \_\_\_\_\_

Signature : \_\_\_\_\_

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**(FOR FINANCE OFFICE USE)**

1. Amount claimed Rs \_\_\_\_\_

2. Amount passed for Rs \_\_\_\_\_

Deputy Manager

Manager

AR/DR

Registrar