



SOP-F14

INDIAN INSTITUTE OF TECHNOLOGY INDORE
Standard Operating Procedure (SOP) for claiming
Toll charges in Form F-14

1. The claim for the first time should accompany a copy of the Certificates of Registration of Vehicle.
2. The reimbursement request should accompany used season tickets of passes in original on quarterly or half yearly or annual basis only for one vehicle used by the concerned employee which should be owned by employee or any of his/ her members of family i.e. registered in the name of the individual employee concerned or any the members of family.
3. Any payment of toll on trip basis will not be reimbursed for occasional use of the personal vehicles.