



### CLAIM FORM FOR TELEPHONE REIMBURSEMENT

<b>NAME:</b>	<b>DESIGNATION:</b>
<b>DEPARTMENT:</b>	<b>EMPLOYEE ID:</b>
<b>ACCOUNT NO:</b>	<b>BANK:</b>

To,  
The Financial Controller,

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	Billed Amount		Total	Claimed Amount
	Landline	Mobile		
Total-Telephone Charges(A)				
Broadband Charges:				
Total-Broadband (B)				
Grand Total (A+B)				
<div>1. Certified that the above telephones are in my name.</div> <div>2. Certified that I have incurred the above expenditure towards telephone charges during the period mentioned above.</div>				
Date:			Signature	