



CLAIM FOR REIMBURSEMENT OF COMMUNICATION EXPENSES

(To be submitted quarterly or half-yearly in an FY. For prepaid services, the claim period is up to 12 months)

Name of Applicant		Employee Code:	
Designation & Department		Pay Level	

I certify that I have spent the amount of Rs...../- towards charges of telephone/mobile/ phone/broadband/mobile data/data card/ as per the details furnished below:

(Amount in ₹)

S. No.	Recharge Period / Bill period	Telephone / Mobile No. Prepaid/ Postpaid	Telephone / Mobile No. Prepaid/ Postpaid	Broadband/ Data Card No. Prepaid/ Postpaid	Deduction for other services (OTT, platform charges, etc.) No.	Total	Annexure Page Numbers
	A	B	C	D	E	F= (B+C+D-E)	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
Total:							
Total in Words:							

Bills and proof of payment are enclosed with this claim form.

Declaration: Certified that the above-mentioned Telephone / Mobile No/ Broadband/ Data Card No. are in my name and services are utilized by me for official purposes during the above-mentioned period. The amount for which reimbursement is being claimed has been paid by me and has not been claimed from any other sources.

Date: __/__/__

Signature of Employee

(For Office Use only)

1. Amount Claimed: _____

2. Amount passed for _____