

Seperate form is to be filled for each telephone

INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY

Application for Reimbursement of Communication Charges

Name of the employee: _____

Designation : _____

Department : _____

Salary Code No: _____

Telephone No. : _____
(for which reimbursement is claimed)

Address where telephone is used: _____

Internet facility provided? _____ (Not applicable for campus residents using IIT Bombay network at residence).

Period of present claim : From _____ to _____ . Amount of Present claim: Rs. _____

- Monthly ceiling for reimbursement if communication charges is Rs. 1800/- for Professor and Rs. 1500/- for other Faculty and Scientist/Design Staff which is reimbursible once in every quarter within the cumulative limit of Rs. 5400/4500, 10800/9000, 16200/13500, 21600/18000 for 1st, 2nd, 3rd, 4th quarter, reimbursible in the month of July, October, January and April respectively.
 - Monthly ceiling for reimbursement of communication charges for campus residents (using IIT Bombay network at residence) is reduced by Rs. 400/- (from 1800/1500) per month, since internet facility has been provided by the office.
- I. Certified that the telephone number mentioned above, in respect of which reimbursement is claimed is owned by me.
 - II. Certified that the bills for which reimbursement is being claimed have actually been paid by me.
 - III. Certified that the reimbursement for telephone bill being claimed, has not/will not be claimed by any other source.

All original self certified receipts /vouchers are attached.

Signature of the Institute employee: _____

Employee code no. _____

Date : _____