



भारतीय विदेश व्यापार संस्थान

(मानित विश्वविधालय)

बी-21, कुतुब इंस्टीटयुशनल एरिया, नई दिल्ली-110016

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University)

B-21, Qutub Institutional Area, New Delhi – 110016

Bank Name/IFSC:

Account No.

**FORMAT FOR REIMBURSEMENT OF NEWSPAPER EXPENSES AND TELEPHONE
EXPENSES FOR THE MONTH OF**

1. News Paper/Magazine/Periodicals:

Certified that I have incurred a sum of Rs..... (Rupees.....)
vide bill No..... dated..... Towards the cost of newspapers &
magazines subscribed at my residence during the month of
The admissible amount may be reimbursed to me.

2. Telephone/Internet/Mobile/Broad band:

Certified that I have incurred a sum of Rs..... (Rupees.....)
vide bill No..... dated..... Towards the cost of
Telephone/Internet/Mobile/Broadband vide bill Nos..... And
date..... for official use during the month of
The admissible amount may be reimbursed to me.

Signature:

Name:

Designation:

Date:

All bills are enclosed

ACKNOWLEDGEMENT

(To be handed over to the employee on submission)

NAME:

PURPOSE:

DAIRY NO:

DATE:

(Signature of Dealing Assistant of Finance Division)