

NEWSPAPER REIMBURSEMENT CLAIM

Employee No. :
Name of Employee :
Designation :
Pay Level & Basic Pay (Rs.) :
Mobile No. :
Bank details for reimbursement
(i) Bank Name and Address :
(ii) Bank A/C No. :
(iii) IFSC Code :
Newspaper purchase Details :

Purchase of newspapers on half yearly for period (March-August/Sept.-February)	From to
Newspaper(s) amount Bill payment receipt should invariable have GST no./Tax-Invoice/e-transaction ID in case of online payment.	Rs.
Total Amount	Rs.

Dated:

Signature of the Employee

Forwarded by


28 AUG 2024