



COMSATS Internet Services
Internet you can trust

Corporate Office / All Nodes
administration@comsats.net.pk

No. CIS-Admin-08

PROFORMA CLAIMING CONVEYENCE CHARGES
ON MONTHLY BASIS

Name: _____ Designation: _____ Place: _____

Type of Vehicle: **Personal Car / Taxi / Motorcycle**

Sr. No.	Date	Customer's name and address	Vehicle Meter Reading		Total Mileage (c)	Initial of the Official
			Start (a)	End (b)	(b)-(a)=(c)	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Signature of Employee

APPROVED / NOT APPROVED

Recommended by:

CHIEF EXECUTIVE OFFICER

For Use in Accounts Department

Signature: _____

Amount Rs. _____