



**COMSATS Internet Services**  
Internet you can trust

Islamabad Node

[administration@comsats.net.pk](mailto:administration@comsats.net.pk)

**No. CIS-Admin-05**

**PROFORMA FOR CLAIMING REFRESHMENT CHARGES**

**Please attach original receipts/cash memo's verified by officer Incharge**

Names of Officials: \_\_\_\_\_

\_\_\_\_\_

Designation: \_\_\_\_\_ Department: \_\_\_\_\_

Nature: 1.Tea \_\_\_\_\_ 2. Breakfast: \_\_\_\_\_ 3. Lunch: \_\_\_\_\_

4. Dinner: \_\_\_\_\_ 5. Soft Drink: \_\_\_\_\_ 6. Any other Items: \_\_\_\_\_

Name of Client Worked for: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_

Amount Claimed: \_\_\_\_\_

Date of Work Done: \_\_\_\_\_ No. of Hours worked: \_\_\_\_\_

Time (Work Started) \_\_\_\_\_ (Work Ended) \_\_\_\_\_

Yes No

Have you claimed extra duty allowance for this date

☐☐

Have you claimed over time for the day

☐☐

\_\_\_\_\_  
**Signature of Employee**

**Certified by: (Officer Incharge)**

**Chief Executive Officer CIS**