

SAP Labs India Pvt. Ltd.

LTA DECLARATION FORM

(To Claim Exemption for the calendar year)

- 1) **Employee Name** :
- 2) **I Number** :
- 3) Details of Dependents traveled along with the employee :

Name	Relationship
1.	
2.	
3.	
4.	
- 4) Period of Leave Taken :

From	To
- 5) Date of Travel :

From	To
- 6) Places Visited :
(Refer **NOTE 5 & 6** for details)
- 7) Mode of Travel :
(Refer **NOTE 8** for details of exemption)
- 8) Actual Expenditure incurred on Travel fare : **Rs.**
- 9) Exemptions claimed earlier in the previous block of 2010-2013 :

I, hereby declare, that the above information provided is true and fair to the best of my knowledge.

Date:

(Signature of the Employee)

NOTES:

1. The LTA will be exempted for 2 journeys in a block of 4 calendar years and the exemption is only for the travel to any place within India.
2. You can claim only One LTA in One Financial year. If you have not claimed the LTA in a block of 4 years or claimed only One LTA, the exemption can be carried over to next block and used in the calendar year immediately following that block. That means you can claim 3 LTA in the next block of 4 years.
3. The present block of 4 years is from 2014 to 2017 (Previous block was 2010-2013).
4. Exemption from tax can be claimed for TRAVEL FARES only of an employee and his/her family members.
5. Family in relation to an individual means:
 - Spouse and Children of the individual.
 - Parents, brothers and sisters of the individual or any of them wholly dependent on the individual.
6. One journey is considered as one round trip, starting from the place of work, till you reach back. Places visited should be listed starting from the place of work, the next place visited, and so on, till you reach back to the starting point.
7. Number of Kilometers (apprx) and the fare between each place has to be mentioned in the table given below, and the total fare under point 9.
8. Mode of transport utilized from place to place has to be mentioned to determine the actual exemption.
9. Details of Tax Exemption for each mode of Transport are:

If the place visited is connected by Air:	Economy Air Fare of Indian Airlines or actual, whichever is less
If the place visited is connected by Rail:	First Class A.C. Rail Fare or actual, whichever is less
If the place visited is not connected by Rail and the journey is performed by any other mode of transport	First Class or Deluxe Class Fare by recognized public transport or actual, whichever is less

Travel Details:

FROM	TO	Distance in k.m	Fare Rs.
	Total		

Note: For Air Travel, Along with the Ticket, Boarding pass should also be attached.

Please print this form, Fill in all the details and submit to Payroll Team along with Supporting.