

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 :
- 9) Exemptions claimed earlier in the previous block of 2006-2009 :

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. The present block of 4 years is from 2010 to 2013 (Previous block is 2006-2009).
3. Exemption from tax can be claimed for TRAVEL FARES only of an employee and his/her family members.
4. 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
5. 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.
6. 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 8.
7. Mode of transport utilised from place to place has to be mentioned to determine the actual exemption.
8. 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
actuals, whichever is less

If the place visited is connected by Rail : First Class A.C. Rail Fare or actuals,
whichever is less

If the place visited is not connected by : First Class or Deluxe Class Fare by a
Rail, and the journey is performed by any recognized public transport or actuals,
Other mode of transport whichever is less

Travel Details:

FROM	TO	Distance in k.m	Fare Rs.

Please print this form, fill in all details and submit to payroll along with supporting