

Deloitte Support Services India Private Limited

**FORM FOR CLAIMING REIMBURSEMENT BENEFIT OF LTA EXPENSES
FINANCIAL YEAR 2015-2016**

Employee Code	352077	Employee Name	Abhineet Saxena
Designation	Senior Analyst	Entity Name	Deloitte Support Services India Private Limited

Voucher No : W331734

No. of days on leave : 8 Leave from 31/12/2015 to 07/01/2016

Sl. No	Name of Traveller	Relationship	Mode of Transport	From Date of Travel	To Date of Travel	Amount
1	Abhineet Saxena	Self	Flight & Economy class	31-Dec-2015	07-Jan-2016	10000.00
Total :						10000.00

I declare that in the period 1st January 2014 to 31st December 2017, this is my first / second (*strike out whichever is not applicable*) claim for exemption of Leave Travel Allowance

Date : 1/18/2016Signature of Employee : 

Verified by Finance / Hewitt

Note : Please follow the guidelines below so that the claim does not get disallowed.

1. Employee should be on leave for minimum of three working days and the leave must have been submitted in DTE (Mail approval from Reporting Manager as proof of having taken the leave should be attached to the claim).
2. Travel should be undertaken during the above mentioned leave period only.
3. LTA can be claimed twice in a block of 4 years (Current Block is Jan 01, 2014 to Dec 31, 2017)
4. LTA claims can be made for travel within India only.
5. LTA is admissible only for the employee, spouse, children, (benefit limited to 2 children - limitation does not apply to children born before 1st October 1998) parents.
6. Attach the **original** air/rail (including boarding passes for journey by air). No bills / invoices towards travel by hired / owned cab will be considered.
7. Travel by the shortest route would be considered for the purpose of claiming benefit of tax on LTA claim.
8. All bills should be dated on or after 1st April 2015 or after your date of joining the Company in case you were not an employee on 1st April 2015.
9. LTA claim would be restricted to the extent of amount earned in the current financial year.
10. For Mumbai Staff - LTA would be restricted to the extent of the amount earned + unclaimed balance as on March 31st, 2016 available to the credit of the Staff for the Current Financial Year.

SpiceJet

Passenger Name

SAXENA/ABHINEET

From

BENGALURU

To

KOZHICODE

Seat Number

14C

SG3253 0935

Flight #

(CCJ)

SSR(S)

Boarding Time

(BLR)

1005

SPICEJE

SEQ NUMBER

36

Gate

05

Date

31DEC15

Depart

Z2BBQB

Arrive

Passenger Name

SAXENA/ABHINEET

From

Bengaluru

To

Hyderabad

Seat Number

11D

SG1036 1900

Boarding Time

SSR(S)

(HYD)

Flight #

127

Please retain boarding pass until end of journey.

Conf #

07Jan16

Depart

1930

2040

A33ZPI

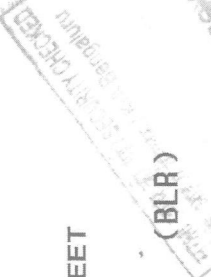
Arrive

SEQ NUMBER

4

Gate

04



Check-in of passenger and checking of hand baggage is mandatory. Boarding gate will be closed 20 minutes prior to the departure time for domestic flights and 25 minutes for international flights. Contact us at 1800 3333 4000 (toll-free) or 987 160 3333 (toll-free) for more information.

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Our lowest fares at
goIndiGo.in

As a courtesy to fellow passengers please place your carry-on items in the overhead bin above your own seat.



Name SAXENA/ABHINEET/MR

From HYDERABAD

To BENGALURU

Flight #

6E 457

31DEC15

Boarding Time

0525

0610

Sequence #

074

243

Name : SAXENA/ABHINEET/MR

PNR : X3HLVB

FLT : 6E 457

Seat# : 20F

Gate# : 074

Thank you for choosing IndiGo today. Please be at your departure gate at the indicated boarding time. Any passenger failing to do so may be refused boarding privileges. Printing of passengers and checking of hand baggage is a mandatory procedure. Passengers are requested to cooperate with IndiGo's Security Services team. Have a pleasant flight!

Call 099 10 38 38 / 0124 661 38 38

SpiceJet

Passenger Name

SAXENA/ABHINEET

From

Kozhikode

To

Bengaluru

Seat Number

18B

SG3254 0805

Flight #

(BLR)

(CCJ)

Date

07Jan16

Arrive

0935

SEQ NUMBER

61

Gate

03



Please retain boarding pass until end of journey.

Check-in of passenger and checking of hand baggage is mandatory. Boarding gate will be closed 20 minutes prior to the departure time for domestic flights and 25 minutes for international flights. Contact us at 1800 3333 4000 (toll-free) or 987 160 3333 (toll-free) for more information.

Voucher No: W 331734

Deloitte Support Services India Private Limited

**FORM FOR CLAIMING REIMBURSEMENT BENEFIT OF CAR RUNNING EXPENSES
FINANCIAL YEAR 2015-2016**

Employee Code	352077	Employee Name	Abhineet Saxena
Designation	Senior Analyst	Entity Name	Deloitte Support Services India Private Limited

Voucher No : W331734

Fuel Details :

Sl. No	Bill Date	Bill Number	FuelPoint Details	Amount
1	21/07/2015	15724	Cyberabad Filling Station	1000.00
2	20/08/2015	15817	Cyberabad Filling Station	1850.00
3	19/09/2015	775833	MBR fuel point	1500.00
4	28/09/2015	7106	MBR fuel point	1750.00
5	11/10/2015	8831	MBR fuel point	750.00
6	26/10/2015	248834	MBR fuel point	750.00
7	31/10/2015	255840	MBR fuel point	1500.00
8	16/11/2015	277895	MBR fuel point	600.00
Total Expenses Claimed in Rs :				9700.00

Vehicle Insurance :

Sl. No	Bill Date	Vehicle Number	Period For Company	Amount
Total Expenses Claimed in Rs :				0.00

Repair :

Sl. No	Bill Date	Vehicle Number	Bill No	Service Provider Name	Amount
Total Expenses Claimed in Rs :					0.00

I hereby confirm that the above expenses are official expenses incurred in the course of my employment.

Date : 1 / 18 / 2016

Signature of Employee :



Verified by Finance / Hewitt.

Note :

1. The Employee can claim Expenses for only **"ONE"** vehicle under Fuel, Repair, Insurance and Driver Expenses head.
2. The Vehicle must be in the name of the employee only for which the Fuel, Repair, Insurance and Driving Assistance Expenses are being claimed.
3. All Employees who claim the Fuel, Repairs, Insurance and Driving Assistance Expenses should have the Vehicle in the place of work Hyderabad / Secundrabad city limits (For Hyderabad Staff) / Mumbai / Thane (For Mumbai Staff).
4. Employee should have incurred expenses towards "Fuel", "Insurance" and "Repairs and Maintenance" charges for claiming this benefit as a set off from their Special Allowance and get the benefit of Tax rebate.
5. **Employee availing Firm Provided Transport Benefit can not claim any bills under this option.**
6. All employees need to submit a one time Enrolment of Information of Vehicle number (Registrations Certificate Information).
7. If the Vehicle registration is of an outside state, Local State Taxes payment receipt would have to be attached one time along with the First claim of Fuel, Driver, Insurance, Repairs and Maintenance Expenses.
8. Staff in the Levels of Executive Managers and above levels before Sept 1, 2015 (Not applicable to Staff Promoted to EM Levels w.e.f Sept 1, 2015) will be able to claim the benefit with Retrospective effect of April 01, 2015.



PGBRK



REMB162013520771W331734111

Deloitte Support Services India Private Limited

Employee ID	352077	Employee Name	Abhineet Saxena	Date Of Joining	07/01/2013
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The Claim ID Generated Is : W33173418-01-2016
11:41

Pay Components	Annual Plan	YTD Eligibility	YTD Claimed	Claims Under Process	Available Till Date	Current Claims
LT A REIMBURSEMENT	20740.00	20740.00	0.00	0.00	10740.00	10000.00
FUEL REP, INSURANCE, DRV SAL & MAINT EXP	10800.00	8100.00	0.00	0.00	1100.00	9700.00

No Of Supporting Documents : 3**Your claim will be processed in 1st Cycle of January 2016 subject to receipts/submission of your bills**

W331734

CASH MEMO
CYBERABAD FILLING STATION
 Dealers in Bharat Petroleum Corporation Ltd.
 Sy.No. 41/14, Khanamet Village,
 Serilingampally Mdl, R.R. Dist - 500 081.

No. **15817** Date: **20/8/15**
 Name: _____
 Vehicle No.: _____

PARTICULARS	Litre	Rate	Amount	
			Rs.	Ps.
PETROL			1850	
DIESEL				
E.OIL				
2T OIL				
OTHERS				
TOTAL			1850	

Thank you
Visit Again
R.C.No. HYR/11/0/7503

For Cyberabad Filling Station

CASH MEMO
CYBERABAD FILLING STATION
 Dealers in Bharat Petroleum Corporation Ltd.
 Sy.No. 41/14, Khanamet Village,
 Serilingampally Mdl, R.R. Dist - 500 081.

No. **15724** Date: **24/7/15**
 Name: _____
 Vehicle No.: _____


PARTICULARS	Litre	Rate	Amount	
			Rs.	Ps.
PETROL			1000	
DIESEL				
E.OIL				
2T OIL				
OTHERS				
TOTAL			1000	

Thank you
Visit Again
R.C.No. HYR/11/0/7503

For Cyberabad Filling Station

W331734

TIN No. 36227435235 © : 27799999
CASH BILL 27791999

 **M.B.R. Fuel Point**
 Dealers : INDIAN OIL CORPORATION LTD.
 # 30/91, Plot No. 6, Kanajiguda, Dairy Farm
 Road, Near Trimulgherry, Sec'bad-15, R.R.Dist.

No. **7106** Date: **28/9/15**
 Name: _____

Ltrs.	Particulars	Rs.	Ps.
11.5	PETROL	1750	
	DIESEL		
	AUTO LPG		
	OIL		
	TOTAL	1750	

Vehicle No. _____ Signature _____


M/S.M.B.R.FUEL POINT
 MILITARY DAIRYFARM(ROAD)
 NEAR TRIMULGHERRY R.R
 PH.04027799999
 TIN.36227435235

ORIGINAL

SEP-2015 19:05:46
 TXN NO: N.A
 INVOICE NO: **175833**
 VEHICLE NO: NOT ENTERED
 PRESET: 1500.00 INR

NOZZLE NO : 4
 PRODUCT: PETROL
 DENSITY: 0.005 kg/m3
 RATE : 66.16 INR/Ltr
 VOLUME: 22.67 Ltr
 AMOUNT: **1500.00** INR

Thank You! Visit Again

W 331734

W more and apply



M/S.M.B.R.FUEL POINT
MILLTRY DAIRYFARM[ROAD]
NEAR TRIMULGHERRY R.R
040 27799999
TIN.36227435235

ORIGINAL

26-OCT-2015 21:39:26
TXN NO: N.A.
INVOICE NO: 248834
VEHICLE NO: NOT ENTERED
PRESET: 750.00 INR

NOZZLE NO : 2
PRODUCT: Product 2
DENSITY: 0.005 kg/m3
RATE : 66.16 INR/Ltr

Rewards Card | The Most Rewarding Card

Club

TIN No. 36227435235

CASH BILL

☎ : 27799999
27791999



Indian Oil

M.B.R. Fuel Point

Dealers : INDIAN OIL CORPORATION LTD.
30/91, Plot No. 6, Kanajiguda, Dairy Farm
Road, Near Trimulgherry, Sec'bad-15. R.R.Dist.

No.

8831

Date: 11-10-15

Name:

Ltrs.	Particulars	Rs.	Ps.
	PETROL	750	
	DIESEL		
	AUTO LPG		
	OIL		
	TOTAL	750	

Vehicle No.

Signature

W 331734



Indian Oil

M/S.M.B.R.FUEL POINT
MILLTRY DAIRYFARM[ROAD]
NEAR TRIMULGHERRY R.R
040 27799999
TIN.36227435235

ORIGINAL

16-NOV-2015 11:40:42
TXN NO: N.A.
INVOICE NO: 277895
VEHICLE NO: NOT ENTERED
PRESET: 600.00 INR

NOZZLE NO : 2
PRODUCT: Product 2
DENSITY: 0.005 kg/m3
RATE : 66.07 INR/Ltr
VOLUME: 9.08 Ltr
AMOUNT: 600.00 INR

Thank You! Visit Again

M/S.M.B.R.FUEL POINT
MILLTRY DAIRYFARM[ROAD]
NEAR TRIMULGHERRY R.R
040 27799999
TIN.36227435235

COPY / DUPLICATE

31-OCT-2015 20:51:58
TXN NO: N.A.
INVOICE NO: 255840
VEHICLE NO: NOT ENTERED
PRESET: 1500.00 INR

NOZZLE NO : 3
PRODUCT: Product 2
DENSITY: 0.005 kg/m3
RATE : 66.16 INR/Ltr
VOLUME: 22.67 Ltr
AMOUNT: 1500.00 INR

Thank You! Visit Again