

LTA REIMBURSEMENT CLAIM FORM

Name: _____ Chitranga Kisan Tandel

Emp. Code: _____ 4793

Designation & Grade: _____ Sr. Software Engineer (Grande - 6)

DOJ : 02-Mar-2022

(Period of Claim & Leave)

Claim Period:	From: January -2024	To: December-2024
Duration Of Leave Taken: 5	From: _____ 25 Nov 2024	To: _____ 29 Nov 2024
LTA Destination: Kochi	From: _____ Kochi	To: _____ Mumbai

(Name of Passengers)

Sr. No.	Name	Relationship	Date of Journey		Mode of Travel (Air / Train)	Total Amount
			Start	End		
	Chitranga Tandel	Self	01-Dec	01-Dec	Air	6073
	Saitej Dhaul	Spouse	01-Dec	01-Dec	Air	6073
Grand Total						12,146

Note:

- ❖ Please attach the originals of tickets (air / train) when claiming.
- ❖ Boarding Pass is compulsory in case of travel mode by Air.
- ❖ Claim for travel by Taxi can also be filed but bills for taxi, toll slips & other receipts supporting that travel happened is also to be attached with this claim.
- ❖ As per Income Tax Act, LTA is claimed twice in a block of 4 calendar years and the current block of calendar year is from 1 January 2022 to 31 December 2025. Employees who have claimed LTA 2 times in a current block of 4 calendar years they are not eligible for LTA deduction claim.

Declarations

- ❖ I hereby declare that I have not claimed LTA reimbursement (non-taxable) twice in this block of four years from Aurionpro or previous employer. Also, I hereby confirm that my spouse has not/will not claim any such reimbursement or tax benefit for claiming LTA for the above mentioned travel trip.
- ❖ I also undertake to indemnify the company for any loss/liability that may arise in the event of the above information / documents being incorrect.



Signature of Employee

Date: 03-02-2025

(For Use by Human Resources Department only)

Particulars	Amount	Date	Remarks
Entitlement (Entitlement / Eligibility period start subject to joining date / revision date)			
Amount already claimed			
Amount claimed as per the application form			
Amount to be reimbursed			
Balance C/f			

Checked By

Sanctioned By



Scan for Airsewa



Boarding Pass

ECONOMY CLASS

Dhaul / Saitej Dilip Mr

Flight
AI0517DEPARTURE
20:55
01 Dec 2024FROM
COK
Terminal 1
KOCHITO
BOM
Terminal 2
MUMBAIARRIVAL
23:25
01 Dec 2024

Boarding	Booking Ref	Seq	Seat	Gate	Zone	Class	E-Ticket No
19:55	UN8Y9C	72	12F		C	Y	098904066420401

You have completed your check-in successfully!

You must present this boarding pass along with a valid photo identification, to enter the airport. Please read carefully the information below and print your boarding pass before going to the airport. Please read our Terms & Conditions and Conditions of Contract at www.airindia.com Please read carefully the information below and print your boarding pass.

PASSENGERS HAVING BOARDING PASS WITH "D" PRINTED ON IT ARE REQUIRED TO CONTACT CHECK-IN COUNTER TO GET THEIR BOARDING PASS AUTHENTICATED PRIOR TO PROCEEDING FOR SECURITY.



Travelling with check-in bags ?



Travelling with cabin (carry on) baggage only?



Airport Reporting Timings

1. Print your Boarding Pass.

2. Report at the Airport as per the applicable timings. We encourage you to avail the Self Service Kiosks (at select Airports) to complete your Check-in formalities and to avoid queues at Check-in Counters. Get your Baggage checked-in and Travel Documents verified.

3. Proceed to the Security / Immigration & Customs (as applicable). At the Boarding Gate present your Boarding Pass & Travel Documents to our Customer Service Agent. Checked-in Baggage will not be accepted after the closure of Check-in Counter. Please ensure to reach the Airport well in time. Please plan for Security Queues.

Please note that your Free Cabin Baggage Allowance is limited to 01 Pc Weight 08kgs only. Refer to your Reservation / Ticket details for Baggage Allowances applicable to your ticket. You may contact your Travel Agent / AI Reservation Offices or Call Center or log on to AI Website www.airindia.com for applicable conditions. Travel Light. You may not be allowed to board with excess carry on baggage.

1. Print your Boarding Pass.

2. For travel within India proceed directly to the Security/Immigration / Customs (as applicable). For International travel present your boarding pass to our customer service agent at checkin counter to complete document checks. Proceed to the Security / Immigration / Customs (as applicable).

3. At the Boarding Gate present your Boarding Pass & Travel Documents to our Customer Service Agent.

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International Check-in 3 Hours prior Departure
Domestic Check-in 2 Hours prior Departure
Baggage Drop Off:
Domestic - 90 minutes prior to departure
International - 2 hours prior to departure
Counter Closure for last passenger:
Domestic - 60 minutes prior to departure
International - 60 minutes prior to departure
Boarding Time - 45 minutes prior to departure
Boarding Gate Closure - 20 minutes prior to departure

Air India flights having following number range will operate from / to International Terminal: AI 001- AI 399, AI 900 - AI 999, AI 1001- AI 1399, AI 1900 - AI 1999, AI 2001 - AI 2399 and AI 2900 - AI 2999

Check actual timings and Terminal for your flight
All AI International / Domestic flights Depart from / Arrive at Terminal 3 (T3) at Delhi (DEL) and Terminal 2 (T2) at Mumbai (BOM).

Please note that the timings given above are limits and it is the passenger's responsibility to respect them. We recommend passengers to cross check these limits in advance as they are subject to change and allow sufficient time especially during busier times at the Airport.



Scan for Airsewa



Boarding Pass

ECONOMY CLASS

Dhaul / Saitej Dilip Mr

Flight
AI0517DEPARTURE
20:55
01 Dec 2024FROM
COK
Terminal 1
KOCHITO
BOM
Terminal 2
MUMBAIARRIVAL
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**Flight Booking**

MakeMyTrip ID: NF1M7EGT8FFIGCKH8214

E-Ticket

Order # 403-4436327-7753150

Kochi ✈ Mumbai

🕒 2h 30m



Air India AI-517 Economy

7 Kgs (1 piece only) • 15 Kgs • Free Meal

PNR: **UN8Y9C****COK 20:55**

Sun, 1 Dec 2024

Terminal - T1, Cochin International
Airport Limited, Kochi

2h 30m

duration

23:25 BOM

Sun, 1 Dec 2024

Terminal - T2, Chhatrapati Shivaji
International Airport, Mumbai

Name	Passenger Type	Seat	Status	Barcode
Saitej Dilip Dhaul	Adult	No Seat Selected	Confirmed	
Chitranga Kisan Tandel	Adult	No Seat Selected	Confirmed	

Important Information

- Check the latest safety guidelines for your trip here:
<https://www.makemytrip.com/promos/mysafety-state-guidelines.html>
- Check-in counters at all Airports open 2 hours before departure. We recommend you to be at the airport 2 hours prior to the departure.
- You must show your e-ticket or the printed copy of the e-ticket at the time of check-in.
- You must carry a valid government ID for all the travellers at the time of check-in. For infant travellers, it is mandatory to carry the date of birth certificate.
- Please use your MakeMyTrip ID for all communication with MakeMyTrip about this booking.

Baggage Information**COK - BOM**, Air India AI-517

Happy journey

Booking powered by **make my trip**

Traveller	Cabin	Check-in
Adult	7 Kgs (1 piece only)	15 Kgs

Cancellation and Date Change Information

- Check [here](#) for latest and updated cancellation, date change and baggage related information.
- If you have not cancelled your ticket and you fail to report in time for check-in, you will be treated as "No Show" by the airline.
- In case your flight is cancelled or rescheduled by the airline or you miss your flight, you will have to cancel with us to get your refund.
- Any refund claims arising due to cancellation or delay of flight by the airline or modification by you shall be subject to us receiving the amount refunded by the airline. In the event that airline does not refund the amount, we shall not be held liable for the same.
- Please note that multiple flight sectors booked under one PNR can only be cancelled or modified together.

Payment Summary

Base fare	₹10322.00
Taxes & fees	₹1984.00
Convenience fee	₹740.00
Discount applied	-₹900.00
Order Total	₹12146.00

Contact Information

Cancel your booking by clicking [here](#).

For any other booking-related help, contact MakeMyTrip at [0124-4628725](tel:0124-4628725).

Airline Contact Information

Air India

18602331407 | +91-22-25818515

<http://www.airindia.com>

Happy journey

Booking powered by 