

**LEAVE TRAVEL ALLOWANCE (“LTA”)**

Employee Code :

Employee Name :

This is to confirm that I have spent a sum of Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only), which is eligible for LTA.

The details are as follows:

Dates of leave taken (from/to) : \_\_\_\_\_

Place of origin of journey : \_\_\_\_\_

Place of destination : \_\_\_\_\_

Dates of travel : \_\_\_\_\_

LTA Claimed Since January 2022 : \_\_\_\_\_  
(No of Times, Including previous employer)

Details of persons traveled:

	Name	Relationship with me Dependence (Y/N)	Mode of Travel (Air / Train / Bus/Private Vehicle )	Journey fare in Rupees
1.				
2.				
3.				
4.				
5.				
6.				
Total				

The travel vouchers ( ) are attached herewith.

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**Notes :**

- This Form must be duly filled, signed and should accompany the original supporting.*
  - LTA can be claimed exempt from income-tax only in respect of two journeys performed in a block of four calendar years. The current block of four years is Jan 2022 – Dec 2025.*
  - The travel cost eligible for exemption should be for the shortest route to any place in India.*
  - Please confirm the year in which exemption was last claimed by you.*
  - Supporting document for fare amount for the shortest route*
  - “Family” in relation to an individual, means*
    - Spouse and children; and*
    - Parents, brothers and sisters wholly or mainly dependent on the individual.*
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\_\_\_\_\_  
**Name & Signature**