

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 :

1. This Form must be duly filled, signed and should accompany the original supporting.
 2. 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.
 3. The travel cost eligible for exemption should be for the shortest route to any place in India.
 4. Please confirm the year in which exemption was last claimed by you.
 5. Supporting document for fare amount for the shortest route
 6. “Family” in relation to an individual, means
 - (i) Spouse and children; and
 - (ii) Parents, brothers and sisters wholly or mainly dependent on the individual.
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Name & Signature