**Name of employee :**

**Employee number :**

**Leave Period : From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Journey start date :**

**Return Journey date :**

**Origin Station (Place) :**

**Destination (Place) :**

|  |  |  |
| --- | --- | --- |
| **Full Name of the Passenger** | **Age** | **Relationship** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Declaration:**

*This is to certify that I have not claimed Income Tax Exemption towards LTA for two journeys for the block of calendar years from 2022 to 2025. Also, I have only claimed for the original bills. In case of any duplicate bills provided by me, will be wholly Liable for the same.*

Place:

Date: Signature of the Employee

***Note: Before Filing claim form please read condition carefully***

1) LTA reimbursement can be availed for the domestic travel expenses for self, spouse, 2 children and dependent parents.

1) Travelling in India only. If the travel is by air Boarding Pass required.

2) Employee claiming himself should be present along with the family.

3) Original rail/ road / air tickets required.

4) Km detail should be mentioned in Road Travelling.

5) Please mention the no of members travelling.

6) LTA Bill should be for current financial year 2024-25.