

## Claim for Leave Travel Allowance

For the period ..... to .....

**4 Yrs LTA Block**  
**2018 – 2021**

1. Name of Employee .....Emp\_Code. ....
2. Department ..... Designation .....
3. **Period of Journey** from ..... to ..... Total ..... Days
4. Place/Places Visited .....
5. **Travel Started** from ..... to .....
6. Leave availed (Approved by HR) from ..... to .....
7. Amount of L.T.A. Entitlement / Claim Rs.....
8. Mode of Transport with supporting (Air/Train/Taxi) : .....
9. No of Family Members Travelled & Relations.

Sr. No	Name	Relation	Age

It is verified that I have actually spent the above amount on journey with my family members.

(Signature of Employee)

Date: .....

**Please mention LTA availed  
in the current block either  
as Non Taxable or Taxable**

Tick the BOX

Non Taxable

Taxable

**2018 :-**

☐☐

**2019 :-**

☐☐

**2020 :-**

☐☐

**2021 :-**

☐☐

- As per LTA rules in a Block of 4 years.
- 2 Yrs Non Taxable and 2 Yrs Taxable has to be claimed