



MY HOME CONSTRUCTIONS PVT LTD

LTA CLAIM FORM

Date: 1.11.2018

Rev: Version -I

Company Name: _____

Employee Name: _____ Emp. No. _____

Designation: _____ Location: _____

Department: _____

I would like to avail exemption from deduction of IT: Yes

I have availed Privileged leave from: _____ to _____ to avail LTA for the financial year _____. I request you to reimburse the travel expenses as per the eligibility. Requisite tickets and proof of travel are enclosed.

Particular of Travel:

Sl. No.	Name	Age	Relationship

Onward Journey & Return Journey:

Date	From (Place)	To (Place)	Mode of Travel	Ticket Nos.	Fare	Equivalent fare of railway I A/C by shortest route
Total:						

Date: _____

Signature of the employee



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For HR Department use only

LTA Accounting:

LTA Entitlement	:	Rs. _____
LESS: Advance taken	:	Rs. _____
Ticket Submitted for	:	Rs. _____
Total Amount to be paid	:	Rs. _____
LESS: it deductions	:	Rs. _____
Net LTA Amount to be paid	:	Rs. _____

In words (Rupees _____ only)

Details of LTA claim in the block years:

Sl. No.	Financial Year	Status
1	20____ to 20____	Availed / Not availed
2	20____ to 20____	Availed / Not availed
3	20____ to 20____	Availed / Not availed
4	20____ to 20____	Availed / Not availed

Prepared & Authorised by

Approved by HR Department

DECLARATION

This is to certify and confirm that, the supporting documents provided to claim the LTA for the financial year _____ are true and genuine to the best of my knowledge.

Should any of our auditors or the IT authorities have any questions, I take the responsibility of explaining the same. The Company will not be liable or responsible for any discrepancies or queries.

Name:

Place:

Signature of the employee:

Date: