**JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY, WAKNAGHAT, HP**

# **CLAIM FOR LEAVE TRAVEL ASSISTANCE (LTA)**

|  |
| --- |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_ **Designation:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Department:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Employee Code:\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:**\_\_\_\_\_\_\_\_\_\_\_\_**Basic Salary Rs**.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**LTA Bill Submission Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |
| **DETAILS OF PERSONS TRAVELED** |
| **Sl. No.** | **Name of the Person** | **Relationship**  |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| **DETAILS OF JOURNEY** |
| **Sl. No.** | **Date of** **Travel** |  **From** | **To** |  **Travel by Rail /Air//Bus/Taxi** | **Class of** **Travel** | **Amount Rs.** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

 **Total Expenses**

**DECLARATION**

I hereby declare that I have actually spent the claimed amount on travel by self on leave and family for the year …………..…. / block of two years………..

……………………………. ………………………..

**Signature of Claimant Leave Sanctioning Authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

…………………………….. ………… ………..……

**Verified by HR Deptt. Signature of Registrar**

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 **For Accounts Use:**

**Checked by…………………. Passed For Rs. ………………..**

**Asstt. Finance Officer Finance Officer**

**Date…………. Date………**