Declaration for Leave Travel Allowance (LTA) - Financial Year _____

LTA EXEMPT IS TWO JOURNEYS IN A BLOCK OF FOUR CALENDAR YEARS
(Current Block is calendar year 2010 – 2013)

Sr. No.	Particulars	Remarks
1.	Period of Leave: [Note: To claim LTA exemption for tax purposes a minimum leave of 5 days is required to be availed by the employee]	
2.	LTA Amount received by the employee: `	
3.	Place of Origin of travel within India:	
4.	Final Destination of travel within India:	
5.	Short description of route used:	
6.	Where the journey is performed by Air a) Actual to and fro fare incurred : ` b) Air economy fare of the National carrier to and fro to final destination by the shortest route: `	
7.	Where the places between origin of journey and final destination are fully connected by rail and the journey is performed by the mode of transport other than by Air. a) Mode of transport used: b) Actual to and fro fare incurred: ` c) First Class A/C rail fare to and fro to final destination by the shortest route: `	
8.	Where the places between origin of journey and final destination are not connected by rail or partly connected by rail and the journey is performed by a mode of transport other than by Air, Rail a) Mode of transport used: b) Actual to and fro fare incurred: `  *If a recognized public transport system (train, bus, plane, steamer, taxi) exists*  c) First Class / Deluxe Class: ` (fare to and fro by shortest route to final destination by such transport) *If no recognized public transport system exists* d) First Class A/C rail: ` (fare to and fro to the final destination by shortest route as if the journey has been undertaken by rail)	
9.	Details of to and fro fare for self and family actually incurred as under:	

	[Note: Family includes spouse, children (maximum two in respect of children born after 1 October 1998, except in case of multiple births after one child) and the following persons if they are wholly or mainly dependent on the employee i.e. the parents, brothers and sisters of the employee.]	

Name of the Person	Relationship	Destination	Class of Travel	Cost of Fare
			Total `	

COMPUTATION OF RELIEF FROM TAX

Sr. No	Particulars	Amount (`)
I	LTA amount received:	
II	Benefit under Income-tax (Rule 2B)	
	a) Actual fare incurred:	
	b) Amount under 6(b) / 7(c) / 8(c) / 8(d) as applicable:	
	c) Income Tax benefit:	
	[Lower of (a) & (b)]	
III	Taxable LTA [I - II(c)]:	

DECLARATION BY EMPLOYEE

I declare that the expenditure mentioned under (9) above has been actually incurred by me and I am in possession of the proof of having travelled (this includes applicable tickets, invoices, boarding passes, etc.).

I confirm that the exemption under section 10(5) of the Income-tax Act, 1961 (the Act) claimed by me is in accordance with the sub-rule (2) of Rule 2B of the Income-tax Rules, 1962 (the Rules) as per which the exemption can be claimed only for two journeys in a block of four calendar years commencing from 1986.

I undertake to provide any further evidence of the journey performed when called upon to do so by the Income-Tax Authorities at the time of my / Company Tax Assessment .

I confirm that I shall be fully responsible to the Company for any income-tax liability including interest, penalty etc. that may arise on account of non-fulfillment of this undertaking in-toto or in part by me.

Date: **SIGNATURE**