

Standard Leave Travel Concession (LTC) Reimbursement Certificate

Certificate No.: _____
Date: _____

Employee Details

Name of Employee: _____
Employee ID: _____
Designation: _____
Department: _____
Office/Branch: _____

Travel Details

Period of Travel (From-To): _____
Place(s) Visited: _____
Mode(s) of Travel (e.g., Rail, Air): _____
Class of Travel: _____
Family Members Covered: _____

Reimbursement Details

Total Fare Claimed: _____ Rs. _____
Supporting Documents: _____ Submitted / Not Submitted
Amount Reimbursed: _____ Rs. _____

This is to certify that the details provided above have been verified and found correct. The reimbursement has been processed as per the applicable rules and entitlements under the Leave Travel Concession (LTC) Scheme.

Authorized Signatory: _____
Designation: _____
Date: _____

Important Notes

- Ensure all supporting documents such as tickets, boarding passes, and travel bills are enclosed.
- LTC claims must be in line with the organization's leave travel concession rules and eligibility.
- Incorrect or incomplete information may lead to rejection of the claim.
- This certificate should be retained for future reference and audit purposes.
- Family members covered under the claim must meet dependency and relationship criteria.