

# 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. \_\_\_\_\_

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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.