

## Personal Information (TA/DA Reimbursement Claim)

Employee Name

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Employee ID

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Designation

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Department

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Location/Branch

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Contact Number

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Official Email

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Claim Period (From-To)

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Date of Submission

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Bank Account Number

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Bank Name & Branch

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### Important Notes:

- Ensure all details are accurate and correspond with supporting documents.
- Attach original bills and necessary travel approval orders where applicable.
- Incomplete or incorrect forms may lead to delays in reimbursement processing.
- Submission must be within the stipulated time frame as per company policy.
- For any queries or clarification, contact the HR/Accounts department.