

# Application Form for LTC Reimbursement

## 1. Personal Details

Full Name

Employee ID

Designation

Department

Office Address

## 2. LTC Particulars

LTC Block Year

Nature of LTC (Home Town/Anywhere in India)

Period of Absence (Dates)

Place(s) Visited

Family Members availing LTC (Names & Relationship)

## 3. Details of Journey

Mode & Class of Journey

Details of Journey (With dates, stations, fare, ticket No., etc.)

Amount Claimed (₹)

#### 4. Bank Details

Bank A/C No.

Bank IFSC Code

*I hereby declare that the information provided above is true and complete to the best of my knowledge. I undertake to produce all necessary original documents as required.*

Signature of Applicant:

Date: \_\_\_\_\_

Verified by (Office):

Date: \_\_\_\_\_

#### Important Notes:

- Reimbursement is subject to the submission of original tickets and necessary supporting documents.
- LTC claim must be made within the specified time frame as per organizational rules.
- Surrender certificates or prior intimation may be required for certain LTC types.
- Misrepresentation of facts may lead to disciplinary action and recovery of reimbursed amount.
- Ensure all fields are duly filled before submission.