

## F O R M A T

### DECLARATION FOR PERFORMING JOURNEY BY ROAD ON L.T.C. ACCOUNT

The following expenditure has been incurred by me/members of my family for performing journey(s) by road as per entitlement under the rules:

I.	Name of Employee	Members of Family		
		1.		
		2.		
		3.		
		4.		
II.	Block year of L.T.C.			
III.	Date of Journey			
IV.	Details of Journey performed by Road			
		From	To	Distance (Kms.)
	i)			
	ii)			
	iii)			
	iv)			
V.	Mode of Travel <b>(Receipts / Bills to be enclosed)</b>			
	Taxi / Vehicle No.			
	Ticket Nos.			
VI.	Any other Proof			
VII.	Expenditure incurred			
VIII.	Amount Claimed			
IX.	Amount as per entitled class by Rail			

I hereby declare that the information given above is true to my knowledge and belief and I have performed the bonafide journey for which the claim is made.

It is requested that I may please be reimbursed the expenditure incurred by me for performance of journey by road subject to entitlement by rail or actual fare whichever is less.

Signature :  
Name :  
Designation :  
Name of Project:

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