

Leave Travel Allowance Claim Form (Excel Sample)

The **Leave Travel Allowance claim form** excel sample simplifies the process of documenting and submitting travel expenses for reimbursement. It is designed to efficiently capture all necessary details, ensuring accuracy and compliance with company policies. Using this template helps employees streamline their leave travel allowance claims without hassle.

| Employee Details | | | |
|---|----------------|------------------------|--------------|
| Employee Name | | Employee ID | |
| Department | | Designation | |
| Date of Application | | Contact Number | |
| Travel Details | | | |
| Date of Travel (From) | | Date of Travel (To) | |
| Origin | | Destination | |
| Purpose of Travel | | | |
| Expense Details | | | |
| Date | Mode of Travel | Ticket/Invoice Number | Amount (INR) |
| | | | |
| | | | |
| | | | |
| Total Amount Claimed | | | |
| Documents Attached: <input type="checkbox"/> Tickets <input type="checkbox"/> Invoices <input type="checkbox"/> Boardings passes | | | |
| Employee Declaration | | | |
| I hereby declare that the above information is true to the best of my knowledge and the expenses claimed are as per company policy. | | | |
| Employee Signature: _____ | | | |
| Date: _____ | | | |
| For Accounts/HR Use Only | | | |
| Verifier Name: | | Approved Amount (INR): | |
| Signature: | | Date: | |

* You can copy this format into an Excel sheet for digital entries and easy calculations.