

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.