

NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY NEW DELHI

APPLICATION FOR CLAIMING REIMBURSEMENT OF TRAVEL EXPENSES CONNECTED WITH THE LEAVE TRAVEL CONCESSION

1. Name in (Block Letters) :
2. Designation :
3. Present pay :
4. Date of Joining the Institute :
5. Home Town (as declared under rules):
6. LTC claim for Home Town/Visiting Place :
 - i) (Name the place & strike of which is not applicable) :
 - ii) Nearest Railway Station (If not connected by rail) :
 - iii) Distance from Delhi by shortest route (Rail+Road+Steamer in Kilo Meters) :
7. When was the concession last availed of for Home Town (Give block of years & date) :
8. When was the concession last availed of for Visiting place (Give block of years & date) :
9. Block of years for which L.T.C. is claimed :
10. Period & nature of leave during which journey to & from Home Town/Visiting Place were performed :

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11. Members of Family (including self) with their age and respective relationship with the staff member for whom concession is sought.

Name	Relationship	Age
a)		
b)		
c)		
d)		
e)		
f)		
g)		
h)		

12. Whether any part of the journey, otherwise connected by rail was conformed by road or steamer :

13. Class of accommodation on Railway by which :

i) Entitled :

ii) Actually travelled :

14. Particulars of travel such as ticket Nos. Cash receipts etc.

ONWARD JOURNEY:

From (place)..... to (Place).....

Date of Departure.....Date of arrival.....

Time of Departure.....Time of arrival.....

Ticket Nos./Money receipt Nos.	Fare per ticket	Total fare (Outward)
1.		
2.		
3.		
4.		
5.		

