UGEN TRADING PVT LTD
TRAVEL ALLOWANCE CLAIM FORM

Name :
Designation :
Division:

Travel Authorisation Date:

Date (dd/mm/yy)	Place		Time		Daily Allowance	Actual Bus/Taxi/ Train Fare	Office vehicle (BP- …..)/ Personal Vehicle used	Mileage (Nu.)	Any other Actual Expenses	Total	Remarks.
	From	To	Dep.	Arr.	Nu.	Nu.	Kms.		Nu.	Nu.	
								-			
Total											

Advance taken : Airfare/Ticket Nu.
Amount claimed:

I hereby certify that the travel was performed by me for official purpose and the claims are genuine.

Date: **Signature of Employee**

I hereby certify that the travel was authorised by me for official purpose and the claims appear genuine and reasonable.

Date: **Signature of Sanctioning Authority**

Employees must attach the following documents with their claim:

1 Travel authorization
2 Tour Report
3 Vehicle Logbook copy (in case of offIce vehicle used)
4 Blue Book copy (in case of use of personal vehicle)
5 In case of claiming actuals - all claims must be supported with genuine bills.
6 All claims made for official purposes must be supported with genuine bills.
7 In case of use of personal vehicle - copy of prior authorization from Manager/Supervisor must be attached.

(Non production of any of the documents required may lead to disapproval of this claim)