

# PERSONAL EXPENSE INCURRED ON COMPANY BUSINESS

## Train & Engine Service Employees (Mileage Report)

FORM #2004A ( new 05/3/06)  
**WEEKLY FORM**

<b>Initials</b>	<b>Last Name</b>	<b>Employee Number</b>

<b>City/State</b>	<b>OCCUPATION</b> (Circle one)	<b>ARE YOU ON HOB/NY</b> Supplemental List? (Circle One)	<b>Mail to be Received At</b>
	Train      Engine	Hoboken      NY	

**Management Center: 1010**

One Entry Per Line Please						Payroll Department Use Only		
Date MM/DD/YY	Position Owned	Drove Personal Auto To	Assignment Called for	Miles Claimed	Tolls	Account Code	Total (\$) Amount to be paid	A/P Voucher
						95750907		
						95750907		
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						95750907		

All original toll receipts must be attached, all requested toll reimbursement on E-Z Pass Statements must be highlighted.  
Mileage claimed must be actual miles travel from your residence, not exceed timetable distance from your home terminal to the on-duty point.

If this is duplicate form please indicate Duplicate on the Form. Check If DUPLICATE-> YES.

All T & E mileage claims must be submitted within **30 DAYS** from the completion of the workweek.

This signature certify that I drove my personal automobile to cover service, and incurred personal expenses for travel by bus or car fare and/or tolls.

<b>Employee Signature:</b>	<b>Date:</b>	
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This signature certifies that the employee worked these assignments, and is eligible for mileage expense reimbursement based on the assignment.

<b>Approvals Signature:</b>	<b>Date</b>	<b>Payroll Authorization Code</b>
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