

<u>Trip Claims</u>	<u>Comments Required?</u>	<u>Critical Information required</u>
Mileage (Route Available)^	No	
Mileage (No Route Available)^	Yes	Detailed Description of how Mileage obtained including Mile Posts
Overtime (Casual)	No	
Overtime (Holiday)	No	
Overtime (Off Day)	No	
Overtime (22 1/2 hr rule)	No	
Overtime (Any other Penalty Shift-Yard Svc)	Yes	State why OT being claimed
Tow-In (Overtime after 12 hrs)	No	
Short Crew Pay	No	
Enroute Meals^	No	
AFHT Meals	No	Unless Extra at Outside Point
Held Away	No	
Initial Terminal Delay**	No	Do not claim if OT + Tow-in is greater than ITD
Final Terminal Delay**	No	Do not claim after O/T begins
Instructor Allowances	No	
Used in 25 mile Hub Zone	Yes	Location train obtained (preferably milepost), Time Departed terminal limits, time returned to terminal limits
Hours of Svc. Relief (Yard Svc)*	Yes	Train ID, Location Retrieved, Times outside Switching Limits (No comments if authorized by Yardmaster)
Engineer Certification	No	
Late Meal (Yard Service)	Yes	Time Meal taken or state "No Meal Allowed" unless Y/M approves electronically
Auto Mileage	Yes	Circ7 of Home Terminal, Circ7 of outlying point, number of miles being claimed and reason for claim. Do not claim on both Trip & PE.
DH (to Outlying Point)	Yes	DH times, Locations and Amount Claimed
DH (S&A Frt. Svc.-Term to Term)	No	
DH (Comb Svc. - Term to Term)	Yes	State actual Mileage being claimed on final leg of trip.
Second Trip Out of Terminal / Zone Rules Violations	Yes	Reason, Train ID, Turning point of first and second trip, Time departed on first and second trips
Eng Prep	Yes	Show Time Required to report for Duty - Furnish Engine # Being Prepped, and advise if it is the 1st time Engine Prepped this Calendar Day (No comments required at San Antonio)
Travel Allowance	Yes	<u>Ft. Worth</u> only claim if on duty other than where their extra board is maintained (Road and Yard). <u>San Antonio</u> only claim if on duty other than where their extra board is maintained (Yard Only) <u>Pt. Laredo</u> Extra Board employees only claim when protecting vacancies at Laredo (Road and Yard).

Helpful Hints:

Do not type in unnecessary Comments on Working Trips as this only delays your pay as well as the rest of the crew's.

Do not submit a Claim in the comments of your Working Trip and a Duplicate on =PE as well. This duplication delays the payroll processes.

* **Not applicable to post 10/31/85 Employees**

^ **Not applicable in Trip Rated Runs**

Except where UTU Trip Rates are not cut over.

PE Claims	Critical Information required
Guarantee (Extra Board)	No claim necessary - Automatically paid by Tkg - Contact shortage line if not paid but due
Bonus Day (Extra Board)	No claim necessary - Automatically paid by Tkg - Contact shortage line if not paid but due
Personal Leave Days	No claim necessary - Automatically paid by Tkg - Contact shortage line if not paid but due
Vacation	No claim necessary - Automatically paid by Tkg - Contact shortage line if not paid but due
Auto Miles to Outlying Points	Circ7 of Home Terminal, Circ7 of outlying point, number of miles being claimed and reason for claim. Do not claim on both Trip & PE.
Company Business	State specific reason/Project, Who authorized, Dates and amount being claimed
Peer Support (Critical Incident)	State train Id/Date of Incident, Who authorized time off & how much time, & amount being claimed
Jury Duty	State Specific Days Summoned for Jury Duty, Dates being claimed, and amount paid by Court for Services - Fax summons of Proof of Attendance to Company number 402-591-2382.
Bereavement	State relationship of Deceased Family Member, State the dates being claimed and dates that you would have performed service. Fax Obituary to Company number 402-591-2382. Be sure to include your name and claim # on Obituary.
Holiday Pay (Basic Day)	No =PE or non service claim is required. Timekeeping generates these payments automatically. If no payment is generated within 3 business days of the actual Holiday please contact shortage line.
Annulled Day	State what Day Job was annulled and Mileage being claimed along with reason for the Annulment
Call & Release	State Job called for, Time contacted, On Duty Time, Release Time and Location, what Service performed (if applicable)
Step-Up/Make-Whole	Provide Job/Date/Time of Job Worked, Who worked your Turn (if applicable) and when. State what is being claimed
Crew Dispatcher Errors	A very detailed Explanation of what occurred along with Boards, Trains/Jobs, Dates/Times, employees affected/involved and amount being claimed. These claims cannot have too much information.
Beyond Limits/Off Assignment	A very detailed Explanation of what occurred, Who authorized, Time Departed & Returned to Limits, and what is being claimed. These particular claims cannot have too much information. Do not claim on both Trip and =PE (claim on =PE).
Road/Yard Violations	A very detailed Explanation of what occurred along with Tracks, Times, and Who Authorized. These particular claims cannot have too much information. Do not claim on both Trip and =PE.
Familiarization Runs	If not put on duty by CMS, State Job Worked, Time (On Duty/Release), and Eng you worked with
Borrow-Out	State Location borrowed from/to, # Days Available, & Request Payment for any Entitlements due such as Meals, Mileage, GTE, Bonus etc. on one claim - Submit once per half dated the last day of the half.
Peer Trainers	State specific reason/project, daily rate, # days available and request to be made whole (paid trips vs guaranteed amount) - submit once per half only (not on working trip).
Departure Runaround ^A	Name, Train ID, ODT, Departure time and track # of both employee's. Was power attached to both trains at time of departure? Were both trains in same "yard"? Same destination? Would transportation have been required? (Note: MPUL - must make request to be swapped and provide name of person the request was denied by.)
Misc.	Working trip Arbitraries not listed may be claimed in the normal manner with Explanation (if necessary) otherwise submit =PE with detailed explanation of facts.
FIT (Fireman-in-Training)	No claim necessary - automatically paid by timekeeping.
Familiarization Runs	If not put on duty by CMS, State job worked, date and time job went on and off duty, Engineer you worked with

Helpful Hints:

Do not type in unnecessary Comments on Working Trips. =PE's should be submitted on a timely basis.

Do not submit a Claim in the Comments of your Working Trip and a Duplicate on =PE as well. This duplication delays the payroll processes.

Be sure =PE Claims are dated the **Date of Occurrence** and not the date you are submitting the claim.

^ Not applicable in Trip Rated Runs**Customer Service Center web site**

1. Go to the Employees site
2. Click on "Departments"
3. Click on the "Timekeeping Operations link under the "Operating" section
4. Click on the "Operating Personnel" link
5. Click on the "Timekeeping Service Center" link.