

<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
Side Trip	Yes	See Above
Overtime (Casual)	No	(Exception: 1st District Prior Right Employees hired between 10/31/85 & 9/1/89 working between Portland & Seattle must state their OT in the comments so Timekeeper can manually process)
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	
Cars Handled	No	
Productivity Pay, Trip Credits	No	
Enroute Meals (ID service)	No	
AFHT meals	No	(Exception: Extra Employees hung at outside points or Pool Freight Crews who earn extra meal as a result of going on duty before 12' at AFHT but departing after 12' at AFHT)
Held Away	No	
Air Pay (Yard Svc.)*	No	Should only be claimed when permitted under the agreement.
Initial Terminal Delay**	No	Do not claim if OT is greater than ITD
Final Terminal Delay**	No	Claim amount due less 60" free up until OT begins only
Local Conversion Rate	Yes	Description of Work & Locations
Instructor Allowances	No	
Used in 25 mile Hub Zone	Yes	Train ID and Location Obtained, Time Departed/Returned to Terminal, amount due
Hours of Svc. Relief (Yard Svc)*	Yes	Train ID, Location Retrieved, Times outside Switching Limits
FTBoard Pay for TSE's	No	
Auto Mileage to Outside Point	No	Should not be claimed on working slip. Submit an =PE
DH (To Outlying Point)	Yes	DH times and amount being claimed
DH (S&A Frt. Svc.-Term to Term)	No	Post 85 Trainmen should state how much add'l time due if held at AFHT over 16' and HAHT/DH does not combine to equal 8 hours or more
DH (Comb Svc.-Term to Term)	Yes	State actual Mileage being claimed
Second Trip Out of Terminal	Yes	Reason/Train ID, Turn point of Second Trip, and time spent on 2nd trip
More than one class of svc	Yes	Describe Work performed, Location, and time spent (Applies to pre-85's only)

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 on an =PE as well. This only delays the payroll processes.

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

^ **Not applicable in Trip Rated Runs**

PE Claims

Guarantee (Extra Board)
 Personal Leave Days
 Vacation

Critical Information required

No claim necessary - Automatically paid by Tkg - Contact shortage line if not paid but due
 No claim necessary - Automatically paid by Tkg - Contact shortage line if not paid but due
 No claim necessary - Automatically paid by Tkg - Contact shortage line if not paid but due

Auto Miles to Outlying Points
 Company Business
 Peer Support (Critical Incident)
 Jury Duty

Circ7 of Home Terminal, Circ7 of Outlying Point, Number of Miles being claimed and reason for claim.
 State specific reason/Project, Who authorized, Dates and amount being claimed
 State train Id/Date of Incident, Who authorized time off & how much time, & amount being claimed
 State Specific Days Summoned for Jury Duty, Dates being claimed, and amount paid by Court for Services -
 Fax Summons or Proof of Attendance to Company Number 402-997-2376

Bereavement

State relationship of Deceased Family Member, State the dates being claimed and dates that you would have performed service. Be sure to include Your Name and SS# on Obituary.
 Fax Obituary to Company Number 402-997-2376

Holiday Pay (basic day)
 Annul Day
 Call & Release
 Step-Up/Make-Whole
 Crew Dispatcher Errors

Be sure to include Your Name and SS# on obituary. Fax Obituary to Company Number 402-997-2376
 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.
 State what Day Job was annulled and Mileage being claimed along with reason for the Annulment
 State Job called for, Time contacted, On Duty Time, Release Time and Location, what Service performed (if applicable)
 Provide Job/Date/Time of Job Worked, Who worked your Turn (if applicable) and when. State what is being claimed

Beyond Limits/Off Assignment

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
 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 & 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 working Trip & PE (use =PE)

Departure Runaround

Name, Train ID, ODT, Departure time, and track # of other conductor
 Claimant's Train ID, ODT, Departure time, and track #

(Hubs Only)

Was Power attached to both Trains at Time of Departure? Was both Trains in same "Yard"? Same Destination?

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.

Helpful Hints:

Do not type in unnecessary comments on working trips.
 Do not submit a claim in the comments of your working trip and on an =PE as well. This only delays the payroll processes.
 Be sure =PE claims are dated the date of occurrence and not date you are submitting the claim.