# APPALACHIAN AND OHIO RAILROAD RAILROAD, INC

## RECORD OF BUSINESS EXPENSE AND REQUEST FOR REIMBURSEMENT OF EXPENSES

| DATE (1) | LOCATION (2) | BUSINESS PURPOSE (3) | BREAKFAST (4) | LUNCH (5) | DINNER (6) | LODGING (7) | MISC EXPENSE (8) | TRANSP (9) | TOTAL REIMBURSEMENT (10)=(4+5+6+7+8+9) |
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| TOTALS (4+5+6+7+8+9+) = 10 | | | | | | | | TOTAL EXPENSE TO BE REIMBURSED – TOTAL COLUMN (10) | |

**(Mileage Reimbursement $.545 – As of 1/01/2018)**

FOR REIMBURSEMENT OF AMOUNTS ADVANCED AND ACTUALLY DISBURSED DURING _____, 20_____
(MONTH) (YEAR)

BY _____ FOR ORDINARY AND NECESSASRY EXPENSES INCURRED IN THE SERVICE OF THE COMPANY.
(PRINT INTITIALS ONLY AND LAST NAME)

_____ _____ _____ _____
EMPLOYEES TITLE DEPARTMENT HEADQUARTERS LOCATION ADDRESS (WHERE CHECK IS TO BE SENT)

_____ _____ - _____ - _____
EMPLOYEE SIGNATURE (INTIALS ONLY & LAST NAME) SOCIAL SECURITY NUMBER

_____

_____ _____
SUPERVISOR'S APPOROVAL DATE

_____
FOR ACCOUNTING DEPARTMENT USE ONLY