

PADUCAH & LOUISVILLE RAILWAY, 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)	
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____ (YEAR)
(MONTH)

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

 EMPLOYEE TITLE DEPARTMENT HEADQUARTERS LOCATION: Paducah KY ADDRESS (WHERE CHECK IS TO BE SENT)

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

SUPERVISOR'S APPROVAL _____ DATE _____

FOR ACCOUNTING DEPARTMENT USE ONLY