

PADUCAH & LOUISVILLE RAILWAY, INC.

EXPENSE REQUEST FOR REIMBURSEMENT

Name: _____ Location: _____
 Title: _____ Department: _____
 Employee ID: _____ Manager: _____

DISBURSEMENT PERIOD	
MONTH	YEAR

DATE	DESCRIPTION	AIR & TRANS.	LODGING	MEALS & TIPS			ENTERTAINMENT	OTHER & MILEAGE	TOTAL REIMBURSEMENTS
				Breakfast	Lunch	Dinner			
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$
		\$	\$	\$	\$	\$	\$	\$	\$

Itemized Expenses or Description of "Mileage"

DATE	DESCRIPTION	PERSONAL AUTO MILEAGE	RATE PER MILE*	TOTAL MILEAGE REIMBURSEMENT

*** DON'T FORGET TO ATTACH RECEIPTS ***

Signature Date

Authorized By Date

* The current annual standard mileage rate can be found at <https://www.irs.gov/tax-professionals/standard-mileage-rates>