



# Paducah & Louisville Railway, Inc.

200 Clark Street • Paducah, KY 42003 • 270.444.4300

To: All employees

From: Jennifer Hrdlicka

Date: July 1, 2022

Re: Credit Card and Expense Reimbursement Policy Effective July 1, 2022

Please review and sign the revised Credit Card and Expense Reimbursement Policy by July 15, 2022.

Changes to note:

- Submit statements and documentation to supervisor within 10 business days of statement date
- Technology items are to be provided by IT
- Tips and gratuity should not exceed 20%
- Expenses must be reasonable, and cannot be excessive

As a reminder, all credit card charges must be supported by an original detailed receipt. In some cases, this may require you to submit both the itemized and non-itemized receipt. See example below.

### Not Itemized

Harvest Moon  
12125 N Oracle Rd D5  
Tucson, AZ 85739  
TEL: 520-825-5351  
www.harvestmoon.tucson.com

CARD TYPE : MC  
CARD HOLDER : ██████████  
CARD NUMBER : ██████████  
EXPIRATION DATE : XXXX

DATE : 2013-11-11 TIME : 1:57:34 PM

Invoice# : 00301111  
Table# : B05  
Server Name : CYNTHIA\_LOPEZ

Charge Amt\$ : 19.46  
TIP AMOUNT\$ 3.75  
FINAL AMT\$ 23.21

APPROVED : 056712  
TRACK # : 3122

SIGNATURE : *Doc*

----- THANK YOU -----

### Itemized

Harvest Moon  
12125 N Oracle Rd D5  
Tucson, AZ 85739  
TEL: 520-825-5351  
www.harvestmoon.tucson.com

Re-Printing 1

Dine In  
Date: 11-11-2013 Time: 1:23PM # 30

Server: CYNTHIA\_LOPEZ  
TAB#: B05  
No of Guest : 2

1 L- Cashew Chicken w. Brown Rice w. Egg Flower Soup	7.50
1 L- Mongolian Chicken w. Brown Rice w. Egg Flower Soup	8.00
1 Hot Tea (per pot)	2.50
	Amount : 18.00
	TAX(8.1%) : 1.46
	<b>TOTAL : 19.46</b>

Thank you very much.

*ASLRA Conference*  
Lunch  
JOHN DOE  
JOE SMITH