



**Tom Hilliard**

Chief Signals and Communications/US Track Officer

17641 South Ashland Avenue  
Homewood, Illinois 60430

September 27, 2022

1. This agreement will become effective on the later of January 1, 2023, or the date upon which the national agreement terms become effective for BMWED-represented employees. The terms of this agreement will remain in effect until changed by mutual agreement of the parties.
2. This agreement only applies to employees who work on traveling gangs or perform work that requires staying overnight in a lodging facility. These CN employees are currently classified as “Mobile”.
3. Mobile employees are covered by the travel, lodging, meals and incidental expense reimbursement provisions as stated in the national agreement between the NCCC and BMWED (the “national agreement”).
4. The terms below only apply to travel home during a work week or multiple day work assignment and do not affect reimbursement terms under the national agreement for mileage and expense reimbursement at the start and end of the work week or multiple-day work assignment.
5. A Mobile employee who chooses to drive home and forego overnight lodging and M&IE (meals and incidental expense) per diem during a work week or multiple day work assignment, regardless of whether the day the employee travels home is a weekday or weekend day, will be eligible for mileage reimbursement and travel allowance payment according to the following terms:
  - a. The employee must advise his/her supervisor at least forty-eight (48) hours prior to hotel check-in or, if less than 48-hour notice, at the earliest opportunity to prevent unnecessary Company-provided lodging cost.
  - b. Where a Mobile employee provides at least 48-hour notice or, if less than 48 hours, sufficient notice to prevent unnecessary Company-provided lodging cost, the employee will be eligible for the following travel allowance and mileage reimbursement:
    - i. If the job reporting point for the gang (either the hotel or job site as determined by the supervisor) is equal to or LESS than 50 miles from the employee’s address of record, the employee will receive a travel allowance of \$6/hour for scheduled straight time hours for each day he/she travels home during a work week (i.e., 8 hours if working a 5 on 2 off schedule and 10 hours if working a 4 on 3 off schedule).

- ii. If the job reporting point is MORE than 50 miles and equal to or less than 75 miles from the employee's address of record, the employee will receive a travel allowance of \$4/hour for scheduled straight time hours for each day he/she travels home during a work week.
  - iii. The employee will receive mileage reimbursement at the current IRS rate for round trip miles driven between the job reporting point and the employee's address of record, not to exceed 150 miles.
  - iv. All mileage is measured using the most direct driving distance between the job reporting point and the employee's address of record according to Google Maps or similar product.
  - v. The employee is responsible for submitting his/her request for mileage reimbursement using current Company expense reimbursement processes.
- c. A Mobile employee who provides sufficient notice to prevent unnecessary Company-provided lodging cost, who drives home, and whose address of record is greater than 75 miles from the job reporting point will not be eligible for any travel allowance payment stated above. The employee, however, will be eligible for reimbursement of round-trip driving mileage between the job reporting point and address of record, not to exceed 150 miles.
  - d. An employee who travels home and who doesn't provide sufficient notice to avoid unnecessary Company-provided lodging cost is not eligible for mileage reimbursement or travel allowance.
6. Where lodging is not provided by the Company and a Mobile employee is eligible for lodging expense reimbursement and M&IE per diem under the terms of the national agreement, such employee will receive mileage reimbursement and travel allowance payment according to the terms and qualifications above, if the employee gives notice to his/her supervisor, drives home, and foregoes the lodging/per diem expense.

7. The travel allowance figures stated above (\$6/hour and \$4/hour) will increase by 4% to \$6.24/hour and \$4.16/hour respectively effective July 1, 2023 and will subsequently increase by 4.5% to \$6.52/hour and \$4.35 respectively effective July 1, 2024.

If the foregoing accurately reflects our agreement, please sign below.

Sincerely,

TWH (PAC) \_\_\_\_\_

Tom Hilliard, Chief Signals and Communication / US Track Officer

Agreed:

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Galen Owen, VP West

\_\_\_\_\_  
Staci Moody-Gilbert, VP Northwest

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Sean Gerie, VP Northeast

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Brian Rumwell, General Chairman Unified System Division

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Jason Graham, General Chairman Alliance System Federation

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Rolando Del Muro, General Chairman EJ&E

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Joe Letizia, General Chairman WC System Division

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Justin Unick, General Chairman BLE System Division