

# AIR TRAVEL TRANSPORTATION FORM

DATE \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_ EMPLOYEE I.D. \_\_\_\_\_

(Please Print)

EMPLOYEE ADDRESS \_\_\_\_\_

(Street address, City, State, Zip)

AWAY FROM HOME HEADQUARTERS LOCATION \_\_\_\_\_

(City, State, Zip)

GANG \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

Pursuant to the UPRR/BMWED Current Collective Bargaining Agreement I am electing the Air Travel Transportation Package as outlined in Rule 36. Please arrange for my round trip air transportation from the airport closest to my work location to the airport closest to my home. Also, please arrange for ground transportation to and from the away from home airport. The specific rule applicable to my request is quoted below.

**“Section 7 – End of Work - Week Travel Allowance for Traveling Gangs.**

**(d) For employees required to work over 400 miles from their residences the carrier will provide, and these employees will have the option of electing, an air travel transportation package to enable these employees to return to their families once every three weeks. Ground transportation from the work site to the away from home airport will be provided by each carrier, and on the return trip the carrier will provide ground transportation from the away from home airport to the lodging site. In dealing with programmed work, the employees and carrier may know how long the employees will be required to work beyond the 400 mile range, and the employer can require the employees to give advanced notice of their intention to elect the air transportation option so that the carrier may take advantage of discounted air fares. Employees must make themselves available for work on at least ninety percent of the regularly scheduled work days during the three week period. And, they will not qualify for the travel allowance set forth in Section 1 during the three week period. Irrespective of the customary meal and lodging entitlement that employees have under their local agreements, when employees elect the air transportation option, they will be entitled to meals and lodging during the two away-from-home weekends in the three-week cycle and they will not be entitled to meals and lodging during the third weekend upon which they return home by air transportation.”**

EMPLOYEE SIGNATURE \_\_\_\_\_ (Keep a copy for your file.)

SUPERVISOR SIGNATURE \_\_\_\_\_ (Keep a copy for your file.)

**IMPORTANT: FAX Copies to 307-787-3100 (USD Lyman Office) and 402-233-2310 (UPRR Labor Relations)**