

**UNION PACIFIC RAILROAD  
TRAVEL ALLOWANCE FORM**

Form 32258  
Revised 02/2011

Covers Employees Claiming Negotiated Travel Allowances at the End of Their Work Period

<b>Please Print</b>			<b>Period Claimed</b>	
First Name and Middle Initial	Last Name	Employee ID	FH/LH	MO/YR
Home Address: Street	City	State	Zip	
Gang Number	Supervisor			
When a round trip is claimed, indicate separately the two one-way trips.				
Starting Location	Ending Location	Total Miles Claimed	Travel Allowance	Travel Code (see below)
		+	\$	
		=		
		+	\$	
		=		
		+	\$	
		=		
<b>TOTAL TRAVEL ALLOWANCE:</b>			\$	
<input type="checkbox"/> Driver <input type="checkbox"/> Passenger   If you were a passenger, who did you ride with?				
<b>I CERTIFY THAT THE CHARGES AND DISTRIBUTIONS ARE CORRECT.</b>				
Employee Signature		Date	Phone Number	
Form Received By		Date	Title	
<b>Travel Codes</b>				
	1	Round Trip (by automobile)		
	2	Airline (where permissible)		
	3	Breakup/Startup (one-way)		
<p>Note: This form must be completed and submitted to your supervisor in a timely fashion to ensure prompt handling of claims for travel expenses.</p>				