INSTRUCTIONS: Please fill out table with each claim listed below and attaché this to all of the time claims for each half along with a copy of your pay stub with declinations.

NAME:_____
MONTH:_____ HALF:_____

DATE	CLAIM #	OFF DUTYTIME	DEP OFF-DUTY POINT	ARRIVAL LODGING	TIME ROOM RECEIVED	REASON IN DELAY FOR GETTING ROOM

1. Copy of working time slip showing what time you were off duty. 2. Time of departure from off duty point. 3. Time of arrival at lodging facility. 4. Time room was received. 5. Copy of job history for pool showing original and adjusted time. 6. Reason for delay (ie. waiting for Transportation, waiting for room to be cleaned.)

WORDING OF CLAIM:

"I.A.W. PLB 6312, Award 269, FRA FEB 3rd 2004 Memorandum, and ARTICLE II, Section 1 of the UTU/BLE 1964 National Agreement allow 130 mile penalty account did not receive room with the allotted 30 minutes after tie up. Tied up off assignment (train) at (time). Departed Bond/Pburg at (time) and arrived Lodging facility at (time) and was given room key at (time)."