

MM-18

This form is to be used by Enginemen when requesting refunds of bus fares paid due to deadheading. Receipts MUST be obtained from bus drivers and attached to this form. Please do not use regular time slips for claiming bus fare refunds.

Mr. _____ : Date _____
(Roundhouse Foreman)

Kindly arrange for refund of bus fare paid by me in the amount of _____.

Deadhead from _____ to _____ on the
_____ AM
_____ PM bus, on _____ for

Job _____

Please mail refund to _____

Instructions to deadhead via bus were received from:

(Name) (Title) (Station)

(Signature of Engineman)

Approved:

(Roundhouse Foreman)

Approved:

(Master Mechanic)